OPERATING GUIDE

Pitney Bowes 1630

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Pitney Bowes

Recycling

Pitney Bowes is concerned about issues that affect our environment.

Properly handled, all parts from our Imaging Cartridges can be recycled in some way rather than taking up additional space in our country's landfills.

To make this easier, Pitney Bowes has set up a program to provide trouble-free recycling for the 1630 Imaging Cartridges in the U.S. Enclosed with each Imaging Cartridge is a prepaid postage return label and a strip of adhesive tape. Simply pack the used Cartridge in the same box that contained its replacement. Seal the box with the tape, apply the return label and mail back to us with your regular mail. You may want to keep a copy of the label in the event you misplace the original. As long as it is a clear copy, the Post Office will honor the copied label.

A recycling program is currently under review in the U.K.

In Canada, a Purolator slip is enclosed with each cartridge. Attach the slip to the box and call the Purolator telephone number indicated on the slip for pick up of a used Cartridge.

Year 2000 Compliance

To ensure proper and uninterrupted operation of our equipment into the next century, the "Year 2000 Compliance" of all Pitney Bowes, Inc. products is defined as meeting the following criteria: Whether a product provides two- or four-digit representation of years for operator display, reports and external communication interfaces, all date processing functions of the product (e.g., data comparisons, sorts, calculations, leap year calculations, etc.) will operate correctly across the year 2000 boundary.

Table of Contents

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1 Introduction

Using This Manual

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Thank you for purchasing a fax machine.

This machine has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your machine to its fullest potential by taking a few minutes to read this manual.

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or function by checking the Index in the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

Control Panel Overview
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Toner Empty Icon
The Toner icon flashes on and off when toner is low, so you'll know to order another toner cartridge. You will be able to print until the indicator stays on.

Liquid Crystal Display (LCD)
Displays messages to help you set up and operate your machine.

Programming Keys:

Feature
Lets you access the feature and programming mode.

← (Left Arrow) → (Right Arrow)
Moves the LCD cursor to the left and right through options or text.

Enter/Yes
Stores a feature setting into the machine.

Clear/No
Deletes entered data or backs up one step in feature procedure.

One Touch Keys
These 16 keys give you instant access to previously stored phone numbers.

Shift
This key is used to access the "17" through "32" One Touch numbers.

Manual Telephone/Fax
Lets you dial telephone and fax numbers without lifting the handset.

Broadcast
Also, you can use this key whenever you want to send faxes to many different locations (maximum of 182 locations) at once.

Redial/Pause
Re-dials the last number called. Also inserts a pause in autodial numbers.

Speed Dial
Lets you dial stored phone numbers by pressing a two-digit number.

⑩ Dial Pad

Dials phone and fax numbers and can be used as a keyboard for entering information into the machine.

⑪ Volume Keys

Lets you adjust speaker, ring and handset volume.

⑫ Stop

Stops a fax, cancels an operation or exits from feature mode.

⑬ Send/Receive

Starts an operation (such as sending a fax).

⑭ Copy Feature Keys:

Enlarge

Enlarges copies depending on the ratio you select: 100%, 120%, 125%, 150%, 200% and MANUAL.

Reduce

Reduces copies depending upon the ratio you select: AUTO, 50%, 75%, 87%, 93%, 100% and MANUAL. AUTO sets the machine to calculate automatically the reduction ratio that fits the size of your paper. MANUAL allows you to enter the reduction ratio from 50%–100% using increments of 1%.

Batch/Sort

Use this key when you want multiple copies of a multiple page original, copied in order.

Photo

This key is used to copy photographs.

Copy

Makes a copy.

⑮ Directory Search

Lets you look up numbers stored in the dialing memory.

⑯ Mode

Sets the resolution when you send a fax.

⑰ Answer Mode

Select how the machine will handle incoming calls.

⑱ Last Comm.

You can use this key to print the transmission verification Report for your last transmission.

⑲ Resolution Indicator Lights

These LEDs show the resolution mode you selected.

⑳ Answer Mode Indicator Lights

These LEDs show how the machine will handle incoming calls.

About Your Machine

If you're a first-time fax machine user, fax operation might seem a little mysterious. Soon, you'll recognize the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax Tones and Handshake

When someone is sending a fax, the machine sends fax calling tones, (CNG tones)—soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press [Send/Receive], and they continue for about 40 seconds after dialing. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your fax line, so you can know if you are receiving a fax message.

The receiving fax responds with fax receiving tones-loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays RECEIVING. If your machine is set to the Fax mode, it will answer every call automatically with fax-receiving tones. Even if the other party hangs up, your machine continues to send the "chirps" for about 40 seconds, and the screen continues to display RECEIVING. To cancel the receiving mode, press [Stop].

When your machine answers in Fax/Telephone mode, the machine listens for CNG tones and then responds with receiving tones.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machine's "chirps" overlap. This must be for at least 2 to 4 seconds, so the machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialed. Therefore, it's important for the receiving machine to answer the call in as few rings as possible.

When you have an external telephone answering device (TAM) on your fax line, your TAM will determine the number of rings before the call is answered. Pay special attention to the directions in the Assembly and Connections chapter for connecting a TAM to your machine.
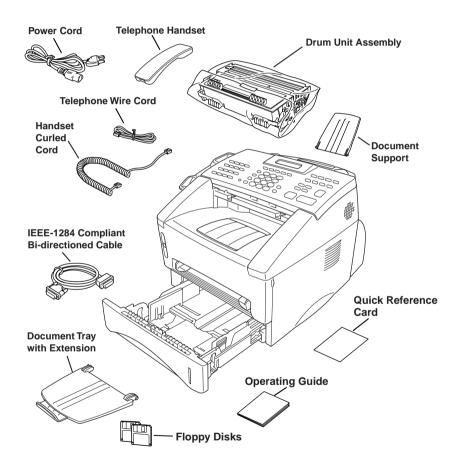
ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the machine to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity. Sufficient memory must be available in your machine for this feature to work.

1 - 4   INTRODUCTION

2 Assembly and Connections

Packing List

Make sure you have the following items:

Power Cord

Telephone Handset

Drum Unit Assembly

Telephone Wire Cord

Handset Curled Cord

Document Support

IEEE-1284 Compliant Bi-directioned Cable

Quick Reference Card

Document Tray with Extension

Operating Guide

Floppy Disks

⚠ Whenever you transport the machine, use the packing materials that came with your machine.

Choosing a Location

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Place your machine on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a telephone jack and a standard, grounded power outlet.

⊘ Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture or dust. Make sure nothing blocks the flow of air from the fan on the sides of the machine. Do not connect your machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your machine to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.
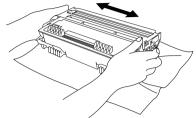
⚠ **WARNING**
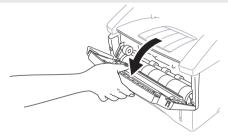
n Never install telephone wiring during a lightning storm.

n We recommend that this product be used with a surge protection device to protect the product against lightning storms.

n Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.

n Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.

n Use caution when installing or modifying telephone lines.

n Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

n Do not use the telephone to report a gas leak in the vicinity of the leak.

n For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

n To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunications line cord.

Assembly

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Installing the Drum Unit Assembly (with Toner Cartridge)
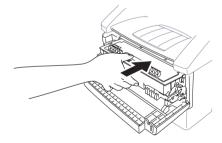
1 Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times to distribute the toner evenly inside the cartridge.
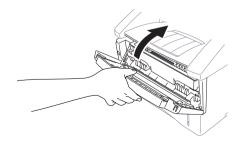
❗ To prevent damage to the drum, do not expose it to light for longer than a few minutes.

2 Open the front cover of the machine.

3 Insert the drum unit assembly into the machine.
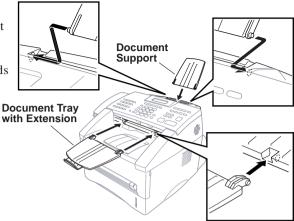
4 Close the front cover.
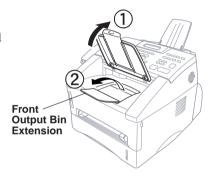
Attach the Trays

1 Attach the document support and document tray with extension, and unfold the extension, which holds documents in place.

Document Support

Document Tray with Extension
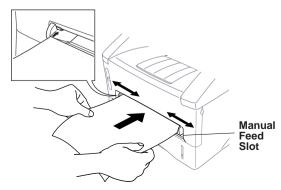
2 Unfold the Front Output Bin Extension, which holds printed pages in place.

Front Output Bin Extension

Manual Feed Slot

The manual feed slot is above the multi-purpose paper cassette. Load paper or envelopes *one at a time*. You do not have to remove paper from the paper cassette.

To print or copy on labels, transparencies, card stock or thicker paper:

Manual Feed Slot

Paper

Acceptable Paper

	Paper Type	Paper Size
Multi-purpose Paper Cassette #1:	cut sheet	Letter, Legal, A4, A5, ISO B5, Executive, A6, 2.75–8.5 x 4.57–14 inches (70–216 x 116–356 mm)
Manual Feed Slot:	cut sheet	Letter, Legal, A4, A5, B5 (JIS/ISO), Executive, A6 2.75–8.5 x 4.57–14 inches (70–216 x 116–356 mm)
	envelopes	COM-10, Monarch, C5, DL
	post cards	2.75–8.5 x 4.57–14 inches (70–216 x 116–356 mm)
	organizer	Day-Timer® J, K, L 2.75–8.5 x 4.57–14 inches (70–216 x 116–356 mm)
	labels and transparencies	2.75–8.5 x 4.57–14 inches (70–216 x 116–356 mm)

Paper Capacity of Paper Cassette

Multi-purpose Paper Cassette #1:	Max. paper height is 1.06 inches (27 mm) (use the guides) or approx. 250 sheets of 20 lb. (75 g/m^2) Letter/A4 paper, 10 transparencies.
Front Output Bin:	Approx. 150 sheets of 20 lb. (75 g/m^2) Letter/A4 paper

Paper Specification for the Cassette

	Cut Sheet
Basis Weight:	17 to 28 lb. (64 to 105 g/m^2)
Caliper:	0.003 to 0.005 inches. (0.08 to 0.13 mm)
Moisture Content:	4% to 6% by weight

Manual Feed Slot
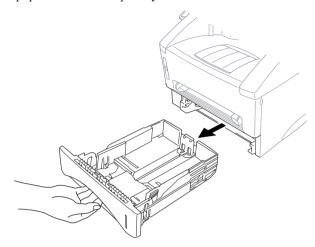
	Cut Sheet	Envelopes
Basis Weight:	17 to 42 lb. (64 to 158 g/m^2)	20 to 24 lb. (75 to 90 g/m^2)
Caliper:	0.003 to 0.008 inches. (0.08 to 0.2 mm)	0.003 to 0.005 inches. (0.084 to 0.14 mm)
Moisture Content:	4% to 6% by weight	4% to 6% by weight
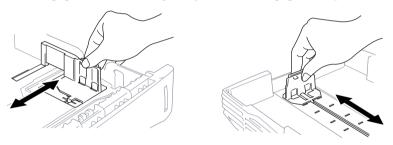
Fax messages can be received on only Letter, Legal and A4 size paper. If you use legal or A4, change the Paper Size setting: (Features, 1, 2, 6.)

Loading Paper in Multi-purpose Paper Cassette
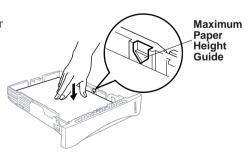
1 Pull the paper cassette completely out of the machine.

2 Slide the paper width and length adjusters for the paper size you want.
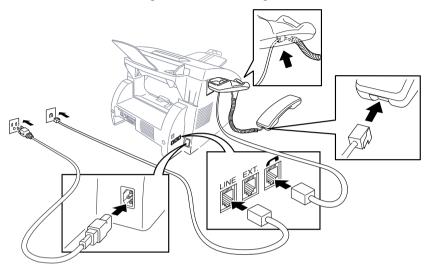
3 Fan the paper well. Load paper in the paper cassette. Press down on the paper to flatten it in all four corners, keeping the paper level below the guide. The cassette can hold up to 250 sheets of 20 lb ($75g/m^2$) paper.

Maximum Paper Height Guide

4 Slide the paper cassette into the machine until it locks into place.

Connections

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Connecting the Machine

Connect the handset, power cord, and telephone line.

1 ► **Connecting the Handset**
Connect the curled handset cord to the bottom of the handset and the left side of the machine.

2 **Connect the Power Cord**
When you connect the power, the screen will illuminate.

3 **Connect the telephone line.**
Connect one end of the telephone line cord to the jack labeled **LINE** on the left side of the machine. Connect the other end to a modular wall jack.

⚠ WARNING

n This machine must be grounded using a three-prong plug.

n Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone line by keeping the power to your machine on when you connect it to a telephone line. When you want to move your machine, protect yourself by disconnecting the telephone line first, and then the power cord.

n Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line as well as on the telephone line, or unplug the lines during a lightning storm.

n Do not touch the rollers at the paper exit.

Connecting an External Telephone

Your machine is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone (or telephone answering device) directly to your machine.

Connect the modular plug on the telephone's line cord to the jack labeled EXT. on the left side of the machine.

Whenever this phone (or TAM) is in use, the screen displays EXT. TEL IN USE, and, if the machine handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the machine, press Manual Telephone/Fax.

Connecting an External TAM (Telephone Answering Machine)
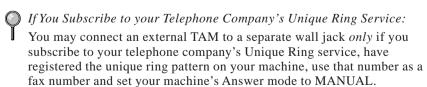
Sequence

You might choose to connect an answering system. When you have an **external** TAM on the same telephone line as the machine, the TAM answers all calls. The machine "listens" for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it doesn't hear CNG tones, the machine lets the TAM continue playing your outgoing message so your caller can leave you a voice message.

The TAM must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAM has answered the call, and with four rings there are only 8–10 seconds of CNG tones left for the fax "handshake." Make sure you carefully follow the instructions in this manual for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds 4 rings.
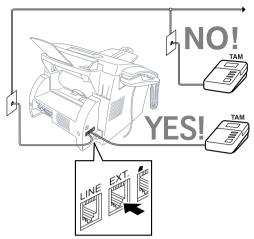
Connections

The external TAM must be plugged into the left side of the machine in the jack labeled EXT. Your machine cannot work properly if you plug the TAM into a wall jack.

If You Subscribe to your Telephone Company's Unique Ring Service:

You may connect an external TAM to a separate wall jack *only* if you subscribe to your telephone company's Unique Ring service, have registered the unique ring pattern on your machine, use that number as a fax number and set your machine's Answer mode to MANUAL.

If You Do NOT Subscribe to Unique Ring Service:

You must plug your TAM into the EXT. jack of your machine. If your TAM is plugged into a wall jack, both your machine and the TAM will try to control the phone line. (See illustration on page 2-10.)

🚫 **Do not connect a TAM elsewhere on the same phone line.**

1 Plug the telephone line cord from the wall jack into the left side of the machine, in the jack labeled LINE.

2 Plug the telephone line cord from your TAM into the left side of the machine, in the jack labeled EXT. (Make sure this cord is connected to the TAM at the TAM's telephone line jack, and not its telephone set jack.)

3 Set your external TAM to four rings or less. (The machine's Ring Count setting does not apply).

4 Record the outgoing message. (See below.)

5 Set the Answer Mode to TAM by pressing [Answer Mode] until both Fax and Fax/Telephone lights are on.

Recording Outgoing Message (OGM)

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)

2 Limit your speaking to 20 seconds. (See EXT.TEL.RX, page 5-3.)

3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "**After the beep, leave a message or send a fax by pressing ✳ 5 1 and Start**."

🔍 We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must rerecord the OGM to include it.

Special Line Considerations

Roll Over Phone Lines

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available phone line in a preset order.

Your machine can work in a roll over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call would be transferred to a line that does not have a fax machine. Your machine will work best on a dedicated line.
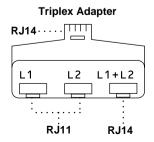
Two-Line Phone System

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your machine.

Converting Telephone Wall Outlets

There are three ways to convert to an RJ11 receptacle. The first two ways may require assistance from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it.
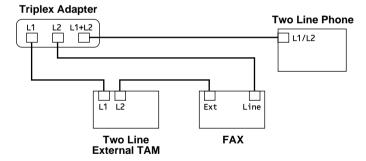
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.

Triplex Adapter

RJ14

L1   L2   L1+L2

RJ11   RJ14

Installing Machine, External Two-Line TAM, and Two-Line Telephone

When you are installing an **external** two-line telephone answering machine (TAM) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAM. *The most common connection is to put the machine on Line 2, which is our assumption in the following steps.* The back of the two-line TAM must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your machine and two for your external two-line TAM. You will need a fourth line cord if you add a two-line telephone.

1 Place the two-line TAM and the two-line telephone next to your machine.

2 Plug one end of the telephone line cord for your fax machine into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the machine.

3 Plug one end of the first telephone line cord for your TAM into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAM.

4 Plug one end of the second telephone line cord for your TAM into the L2 jack of the two-line TAM. Plug the other end into the **EXT.** jack on the left side of the machine.

You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAM.

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the machine for you. It is advisable to have a separate line for the machine. You can then leave the machine in FAX mode to receive faxes any time of day or night.

If the machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

⊘ As with all fax units, this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the machine cannot be made.

If you are installing the machine to work with a PBX:

1 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.

2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.

3 The machine may be used with either pulse or tone dialing telephone service.

Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the Troubleshooting and Routine Maintenance chapter, page 17-1.

3 **On-Screen Programming**

User-Friendly Programming

We have designed your machine with on-screen programming. User-friendly programming helps you take full advantage of all the features your machine has to offer. (See Using This Manual, page 1-1.)

Since your fax programming is done on the LCD, we created step-by-step on-screen prompts to help you program your machine. All you need to do is follow the prompts as they guide you through the feature menu selections and programming options and settings.

Feature Mode

You can access the feature mode by pressing Features. When you enter the Feature mode, your machine displays a list of main menu options which scroll on the display automatically; select one menu option by pressing Enter/Yes when it appears. The display then scrolls the options within that menu.

You can scroll more quickly by pressing →. (Use ← to scroll backward and see all options, in the opposite order.)

Before you press Enter/Yes after entering information in a field using the dial pad, you can correct a mistake. Use ← to back up and then type over the incorrect characters.

When you finish a feature, the screen displays ACCEPTED.

If you want to exit the Feature Mode, press Stop.

Feature Selection Table

If you have a basic understanding of how to program your machine, you can perform most of the programming settings without this manual. To help you understand the feature selections, options, and settings that are found in your fax programs, use the Feature Selection Table below.

1. Fax Features

1. SYSTEM SETUP			
Feature	Description	Factory Set	Page
1. TONE/PULSE	Selects dialing mode.	TONE	4-1
2. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	—	4-1
3. MACHINE ID	Program name, fax number and telephone number to appear on each transmitted page.	—	4-2
4. BEEP VOL.	Adjust volume level of beeper.	LOW	4-4
5. SLEEP TIMER	Conserve power	00 MIN	4-6
6. DELAYED SEND	Sets the time of day for delayed faxes. You can accept it or enter another time.	00:00	4-6
7. HANDSET VOLUME	For the hearing-impaired, you can set the volume to the VOL AMPLIFY:ON setting on a temporary or permanent basis.	OFF	4-5
8. CASSETTE #2	Turn CASSETTE #2 ON if you purchased the optional Cassette #2.	OFF	5-3
0. LANGUAGE	Changes the local language to French.	ENGLISH	

1. Fax Features (CONTINUED)

2. RX SETTINGS			
Features	**Description**	**Factory Set**	**Page**
1. RING COUNT	Number of rings before machine answers in FAX or FAX/TEL mode.	04	5-2
2. F/T RING TIME	Sets the time for "double ring" in FAX/TEL mode.	20 SEC	5-2
3. EXT.TEL.RX	Receive fax messages without pressing the Start key.	O N	5-3
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (✱51, #51)	5-7
5. RX REDUCE	Reduces size of image. If the optional cassette #2 is attached, you can select the reduction ratio for each cassette.	AUTO	5-4
6. PAPER	Selects size of paper for fax receiving. If the optional cassette #2 is attached, you can select the size of paper for each cassette and choose the cassette you wish to use first.	—	5-5
7. PRINT DENSITY	Make prints darker or lighter.	—	5-6
8. POLL RX	Turns Polling Receive ON or OFF.	OFF	5-9
9. SAVE TONER	Increases life of toner cartridge.	OFF	5-6

1. Fax Features (CONTINUED)

3. TX SETTINGS

Feature	Description	Factory Set	Page
1. COVER SHEET	Automatically sends the cover page you programmed.	OFF	6-6, 7
2. COVER MESSAGE	Program customized message for fax cover sheet.	—	6-6
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	6-8
4. MODE	Allows you to change resolutions page by page.	STANDARD	6-12
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	6-9
6. VOICE REQ.	You can send a fax, then speak.	OFF	6-9
7. DELAYED SEND	Send documents later.	—	6-10
8. POLL	Turns Polling Transmission ON (or OFF).	OFF	6-13
9. TX FROM ADF	Next Fax Only/ON/OFF	OFF	6-3
0. BATCH TX	Sends all delayed faxes that are to the same fax number and at the same time as one transmission.	OFF	6-11

4. VIEW/DEL. JOBS

Feature	Description	Factory Set	Page
Canceling a job in memory	Cancel a delayed fax or polling job.	—	5-10, 6-4

5. PRIORITY JOB

Feature	Description	Factory Set	Page
Interrupting a polling or transmit job	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.	—	6-13

6. DIALER SETTING

Feature	Description	Factory Set	Page
1. ONE TOUCH KEYS	Dial numbers stored in memory by pressing only one key.	—	7-1
2. SPEED DIAL	Dial numbers stored in memory by pressing only three keys.	—	7-2
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	7-3

1. Fax Features (CONTINUED)

7. PRINT REPORTS			
Feature	**Description**	**Factory Set**	**Page**
1. JOB STATUS RPT		INC	10-1
2. JOURNAL	Print lists and reports	INTERVAL:OFF	10-1
3. DIALER DIR.	of activity.	—	10-1
4. ALPHA DIR.	(Details in Chapter 10)	—	10-1
5. MACH. SETTINGS		—	10-1
6. JOBS REPORT		—	10-1

8. REMOTE FAX OPT			
Feature	**Description**	**Factory Set**	**Page**
1. FAX FWD/PAGE	Set machine to forward fax messages **—OR**—call your pager.	OFF	9-1, 2
2. REMOTE RTRV	Store incoming faxes in memory for remote retrieval.	OFF	9-2
3. RR PASSCODE	Set code for retrieving faxes.	159✶	9-3
4. PRINT FAX	Print incoming faxes stored in the memory.	—	5-8

0. MISCELLANEOUS			
Feature	**Description**	**Factory Set**	**Page**
1. UNIQUE RING	Use with telephone company's distinctive ringing service to register the ring pattern on the machine.	OFF	5-12
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	5-13, 14
3. COPY CONTRAST	You can make copies darker or lighter.	—	11-1

2. Printer Features

1. PRINT OPTIONS			
Feature	**Description**	**Factory Set**	**Page**
1. INTERNAL FONT	You can print resident fonts to check and confirm font types	—	14-7
2. CONFIGURATION	Printer settings and status are listed here.	—	14-7

2. RESET PRINTER			
Feature	**Description**	**Factory Set**	**Page**
1. FACTORY SET	You can restore the printer back to the factory default settings.	—	14-7
2. HEX DUMP MODE	If you set HEX DUMP MODE, all the PC data is printed in hexadecimal.	—	14-7

4 System Setup

Getting Started

Setting Dialing Mode (Tone/Pulse)

Your machine comes set to accommodate tone (multi-frequency) dialing service. If you have pulse (rotary) dialing service, you need to change the dialing mode.

1 Press [Features], [1], [1], [1].

2 Use ← or → to select dialing mode and press [Enter/Yes].

```
DIALING:TONE?
SELECT ← → & SET
```
```
DIALING:PULSE?
SELECT ← → & SET
```

3 Press [Stop] to exit.

Setting Date and Time

Your machine displays the date and time, and prints it on every fax you send.

In the event of a power failure, you may have to reset the date and time. All other settings remain unaffected.

1 Press [Features], [1], [1], [2].

2 Enter the last two digits of the year and press [Enter/Yes].

```
YEAR:XX
ENTER & SET
```

3 Enter two digits for the month and press [Enter/Yes]. (For example, enter 09 for September, or 10 for October).

```
MONTH:XX
ENTER & SET
```

4 Enter two digits for the day and press [Enter/Yes]. (For example, 06).

```
DAY:XX
ENTER & SET
```

5 Enter the time in 24-hour format and press [Enter/Yes]. (For example, enter 15:25 for 3:25 PM).

```
TIME:XX:XX
ENTER & SET
```

6 Press [Stop].
The screen now displays the date and time you set, and displays it whenever the machine is standing by.

Setting Machine ID

You can store your name, fax number, and telephone number to be printed on all fax pages you send. See Composing Electronic Cover Sheet, page 6-5.

1 Press [Features], [1], [1], [3].

2 Enter your fax number (up to 20 digits) and press [Enter/Yes]. You must enter a fax number to proceed.

```
FAX:
ENTER & SET
```

3 Enter your telephone number (up to 20 digits) and press [Enter/Yes]. If your telephone number and fax number are the same, enter the same number again. The number appears on Cover sheets and Call Back Messages.

```
TEL:
ENTER & SET
```

4 Use the dial pad to enter your name (up to 20 characters) and press [Enter/Yes]. (See Entering Text.)

```
NAME:
ENTER & SET
```

5 Press [Stop]. The screen returns to the date and time.

If your Machine ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing.

Entering Text

When you are setting certain features, such as the Machine ID, you may need to enter text into the machine. Most keys on the dial pad have three or four letters printed above them. The keys for 0, # and ✳ don't have printed letters because they are used for special characters.

By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

Key	once	twice	three times	four times	five times
[2]	A	B	C	2	A
[3]	D	E	F	3	D
[4]	G	H	I	4	G
[5]	J	K	L	5	J
[6]	M	N	O	6	M
[7]	P	Q	R	S	7
[8]	T	U	V	8	T
[9]	W	X	Y	Z	9

Inserting spaces

If you want to enter a blank space, press → once between numbers and twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ← to move the cursor after the last correct letter. Then press [Clear/No]; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. Also, you can back up and type over incorrect letters.

Repeating letters

If you need to enter a character assigned to the same key as the previous character, press → to move the cursor to the right.

Special characters and symbols

Press ✱ for (space) ! " # $ % & ' ( ) * + , - . /
Press # for : ; < = > ? @ [ ] ^ _
Press Ø for É À È Ê Î Ç Ë Ö 0

NOTICE

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual.

In order to program this information into your fax machine, you should complete the steps described on pages 4-1 and 4-2.

The telephone number you enter is used only for Call Back Message and Cover Sheet features.

Setting Beep Volume

You can set the beep volume to LOW, HIGH or OFF. The default setting is **LOW**. When the beep volume is set to LOW or HIGH, the machine beeps every time you press a key or make an error, and at the end of fax sending or receiving.

1 Press Features, 1, 1, 4.

2 Press ← or → to select your setting and press Enter/Yes.

3 Press Stop to exit.

Choosing the Handset Volume

Before you begin to use the machine, you must decide if you need to set the handset volume to AMPLIFY:ON for a user who is hearing-impaired. The AMPLIFY:ON volume level complies with FCC standards.

AMPLIFY VOL: OFF
This default setting is appropriate if *none* of the users are hearing-impaired. During a conversation, users can press Volume △ or ▽ on the control panel to adjust the volume to LOW or HIGH. When the handset is replaced, the handset volume will remain until you change it again.

AMPLIFY VOL: ON—TEMPORARY
This setting is appropriate if *some* of the users are hearing-impaired. During a conversation, users can press Volume △ or ▽ on the control panel to adjust the volume to LOW, HIGH or AMPLIFY. When the handset is replaced, the handset volume returns to the default setting of LOW.

AMPLIFY VOL:ON—PERMANENT
Choose AMPLIFY VOL:ON—PERMANENT if *all* of the users are hearing-impaired. During a conversation, users can press Volume △ or ▽ on the control panel to adjust the volume to LOW, HIGH or AMPLIFY. When the handset is replaced, the handset volume returns to the default setting of AMPLIFY.

When you press Volume △ or ▽ on the control panel to adjust the volume, the display shows the setting you are choosing. Each key press changes the volume to the next setting.

⚠ WARNING

It is important that you do *not* choose PERMANENT unless all the users are hearing-impaired. Otherwise, the default setting of AMPLIFY may damage the hearing of some users.

Setting Handset Volume

Please carefully read "Choosing the Handset Volume," page 4-4 before you do the following steps:

1 Press Features, 1, 1, 7.

2 If *none* of the users are hearing-impaired, press ← or → to select **AMPLIFY VOL:OFF?** and press Enter/Yes, then go to Step 4 **—OR—** If *some* or *all* of the users are hearing-impaired, select **AMPLIFY VOL:ON?** and press Enter/Yes.

```
AMPLIFY VOL:ON?
SELECT ← → & SET
```

3 If *all* the users are hearing-impaired, press ← or → to select **PERMANENT?** and press Enter/Yes **—OR—** If only *some* of the users are hearing-impaired, select **TEMPORARY?** and press Enter/Yes.

```
PERMANENT?
SELECT ← → & SET
```

```
TEMPORARY?
SELECT ← → & SET
```

4 Press Stop to exit.

Setting the Speaker Volume

You can adjust the speaker volume when your machine is on Manual Telephone/Fax.

Press Volume △ or ▽ to adjust the volume level. The display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Setting the Ring Volume

You can adjust the ring volume when your machine is idle. You can turn the ring OFF or you can select a ring volume level.

Press Volume △ or ▽ to adjust the volume level. With each key press, the machine rings as you hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Memory Storage

In the event of a power failure, all settings in the SYSTEM SETUP, RX SETTINGS, DIALER SETTINGS and REMOTE FAX OPTIONS, plus the COVER SHEET and COVER MESSAGE (from TX SETTINGS) features are stored permanently. You may have to reset the date and time.

Sleep Timer

Setting the Sleep Timer reduces power consumption while the machine is idle. You can choose how long the machine is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically resets when the machine receives a fax, or makes a copy. The default setting is 0 minutes.

1 Press [Features], [1], [1], [5].

2 Use the Dial pad to enter the amount of time the machine is idle before it drops into sleep mode (00 to 99 minutes) and press [Enter/Yes].

3 Press [Stop] to exit.

Delayed Send

You can set up the time of day that delayed faxes will be sent. This time will be displayed for acceptance or you can override it in *Delayed Send*. (See Delayed Send, page 6-10.)

1 Press [Features], [1], [1], [6].

2 Enter the time (in 24-hour format) that you want delayed faxes to be sent and press [Enter/Yes].

```
SET TIME=12:34
ENTER & SET
```

3 Press [Stop] to exit.

```
SET TIME=17:00
ENTER & SET
```

Local Language

You can change the local language from English to French.

1 Press [Features], [1], [1], [0].

2 Press ← or → to select FRENCH or ENGLISH.

3 Press [Stop] to exit.

5 RX Settings

Basic Receiving Operations

Select Answer Mode

There are four different answer modes for your machine. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use.

NOTE: The lighted indicators mean ○ = not selected ╲●╱ = is selected and lit.

Mode	Light	How it works	When to use it
1. MANUAL (manual receive)	○ Fax ─ TAM ○ Fax/ Telephone	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Unique Ringing.
2. Fax (automatic receive)	╲●╱ Fax ─ TAM ○ Fax/ Telephone	The machine automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.
3. Fax/ Telephone* (fax and telephone)	○ Fax ─ TAM ╲●╱ Fax/ Telephone	Machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double ring) for you to pick up the call.	You cannot have an answering machine on the same line, even if it is on a separate jack on the same line. You cannot use the telephone company's Voice Mail in this mode.
4. TAM (External Telephone Answering Machine)	╲●╱ Fax ─ TAM ╲●╱ Fax/ Telephone	The external TAM automatically answers every call. Voice messages are stored on the external TAM. Fax messages are printed.	Use this mode if you have an answering machine on your phone line.

*In Fax/Telephone mode you must set the Ring Count and F/T Ring Time. If you have extension phones on the line, set the Ring Count to 4 rings.

Setting Ring Count

The Ring Count setting determines the number of times the machine rings before it answers. If you have extension phones on the same line as the machine, keep the Ring Count default setting of **4**. (See EXT.TEL.RX page 5-3 and Operation from External or Extension Telephones and For FAX/TEL Mode Only, page 5-7.)

1 Press Features, 1, 2, 1.

2 Press ← or → to select Ring Delay and press Enter/Yes.

3 Press ← or → to select how many times the line rings before the machine answers (00 – 04) and press Enter/Yes.
(If you select 00, the line doesn't ring at all.)

4 Press Stop to exit.

Setting F/T Ring Time

You must determine how long the machine will notify you with its special double ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the machine rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double ring. However, you can also answer the call on any extension phone on the same phone number as the machine.

1 Press Features, 1, 2, 2.

2 Press ← or → to select how long the machine will ring to alert you that you have a voice call and press Enter/Yes.

```
RING TIME:20 SEC
SELECT ← → & SET
```

3 Press Stop to exit.

Now, when a call comes in and the machine is set to Fax/Telephone Mode, all phones on this line will ring the number of times you selected in Ring Count.

You can let the machine pick up and detect if it's a fax or voice call. If it's a fax call, the machine prints the fax. If it's a voice call, the machine signals you with a double ring for the length of time you selected in F/T Ring Time.

Even if the caller hangs up during the double ringing, the machine continues ringing for the set time.

EXT.TEL.RX

When you use this feature, you don't have to press ⎡Send/Receive⎤ when you answer a fax call and hear calling beeps. Just hold the handset and wait a few seconds. When you see RECEIVING on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall jack, just replace the handset, and your machine does the rest. Selecting ON allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. Selecting SEMI lets the machine receive the call only if you've answered it at the machine. Selecting OFF means you'll have to activate the machine yourself, by pressing ⎡Send/Receive⎤—**OR**—by pressing ✳ 5 1 if you are not at the machine.

If you've set this feature to ON, but your machine doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code ✳ 5 1. At the machine, lift the handset and press ⎡Send/Receive⎤. (See Operation from External or Extension Telephones and For Fax/Telephone Mode Only, page 5-7.)

If you send faxes from a computer on the same phone line and your machine intercepts them, set EXT.TEL.RX to OFF.

1 Press ⎡Features⎤, 1, 2, 3.

2 Use ← or → to select ON, SEMI or OFF and press ⎡Enter/Yes⎤.

3 Press ⎡Stop⎤ to exit.

Turning on Cassette #2

When CASSETTE #2 is set to ON, you can set paper size, reduction setting and the cassette usage. (See Printing a Reduced Incoming Document, page 5-4 and Setting Paper Size, page 5-5.)

1 Press ⎡Features⎤, 1, 1, 8.

2 Press ← or → to select ON (or OFF) and press ⎡Enter/Yes⎤.

3 Press ⎡Stop⎤ to exit.

Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage, regardless of the size of the paper (up to legal) in your machine. If you choose AUTO, your machine chooses the level of reduction for you.

If you purchased and attached the optional Cassette #2 you can select the reduction ratio for each cassette.

1 Press Features, 1, 2, 5.

```
5.RX REDUCE
```

2 If you have the optional Cassette #2, press ← or → to select CASSETTE #1 or CASSETTE #2 and press Enter/Yes.

3 Use ← or → to select the reduction ratio you want (AUTO, 93%, 87% or 75%) and press Enter/Yes. Choose 100% if you don't want a reduction.

4 Press Stop to exit.

Recommended Reductions

If your paper is letter size (8.5" x 11"), and the incoming fax is
      letter size, select 93%
      A4 size, select 87%
      legal size, select 75%.
If your paper is A4 (8.2" x 11.6"), and the incoming fax is
      letter size, select 100%
      A4 size, select 93%
If your paper is legal size (8.5" x 14"), and the incoming fax is
      letter and A4 size, select 100%
      legal size, select 93%.

Setting Paper Size

You can use three sizes of paper for printing your faxes: letter, legal and A4. When you change the size of paper you have loaded in the machine, you will need to change the setting for paper size, so your machine will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit on the paper in your machine.

If you purchased and attached the optional Cassette #2 you can select the paper size for each cassette.

1 Press Features, 1, 2, 6.

```
6.PAPER
```

2 *If you have the optional Cassette #2,* press ← or → to select **CASSETTE #1** or **CASSETTE #2** and press Enter/Yes.

```
CASSETTE #2
SELECT ← → & SET
```

3 Press ← or → to select **LETTER**, **LEGAL** or **A4** (for the cassette you selected in Step 2) and press Enter/Yes.

4 Press 1 to change the RX reduction setting
—OR—
Press 2 to go to Step 6.

```
CHANGE REDUCTION
1.YES 2.NO
```

5 Press ← or → to select **AUTO, 100%**, **93%**, **87%** or **75%** and press Enter/Yes.

6 Press Stop to exit.

Setting Cassette Usage

The default setting of AUTO allows your machine to choose Cassette #2 if paper is out in Cassette #1 or if incoming faxes will fit best on the paper in Cassette #2. Choose CASSETTE#1 ONLY or CASSETTE#2 ONLY if you want to keep special paper in the other cassette and control when it is used.

1 Press Features, 1, 2, 6.

2 Press ← or → to select **CASSETTE USAGE** and press Enter/Yes.

3 Press ← or → to select **AUTO**, **CASSETTE#1 ONLY** or **CASSETTE#2 ONLY** and press Enter/Yes.

4 Press Stop to exit.

Setting the Print Density

You can adjust print density, making your printed documents darker or lighter.

1 Press [Features], [1], [2], [7].

2 Press [←] to make print lighter, or [→] to make print darker.

3 Press [Stop] to exit.

Save Toner

You can conserve toner using this feature. When you set Save Toner to ON, print appears somewhat lighter. The default setting is OFF.

1 Press [Features], [1], [2], [9].

2 Press [←] or [→] to turn ON (or OFF) and press [Enter/Yes].

3 Press [Stop] to exit.

Advanced Receiving Operations

▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

Operation from External Telephones

If you answer a fax call on an external phone in the EXT. jack, you can make your machine take over by using the Fax Receive Code. When you press the Fax Receive Code ✳ 5 1, the machine starts to receive a fax. (See Setting Ring Count, page 5-2 and EXT.TEL.RX, page 5-3.)

If the machine answers a voice call and double-rings for you to take over, use the Telephone Answer Code # 5 1 to take the call at an extension phone.

If you answer a call, and no one is on the line, assume you're receiving a fax. At the machine's phone, press Send/Receive, then hang up. At an external phone, press ✳ 5 1 and wait for the phone to be disconnected (the screen displays RECEIVING) before you hang up. (Your caller will have to press Send/Receive to send the fax.)

For Fax/Telephone Mode Only

When the machine is in Fax/Telephone mode, it will use the F/T Ring Time (double-ringing) to alert you to pick up a voice call. If you're at the machine, you can lift the handset to answer.

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and press # 5 1 between the double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳ 5 1.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Fax Receive Code is ✳ 5 1. The preset Telephone Answer Code is # 5 1.

If you are always disconnected when accessing your external TAM remotely, try changing the Fax Receive Code from ✳ 5 1 to # # # and the Telephone Answer Code from # 5 1 to 9 9 9.

1 Press [Features], [1], [2], [4].

2 Press ← or → to select ON
(or OFF) and press [Enter/Yes].

```
REMOTE ACT.:ON?
SELECT ← → & SET
```

3 If you want to, enter a new
Fax Receive Code, and press [Enter/Yes].

```
FAX RECEIVE:✻51
ENTER & SET
```

4 If you want to, enter a new
Telephone Answer Code, and press [Enter/Yes].

```
TEL ANSWER:#51
ENTER & SET
```

5 Press [Stop] to exit.

Printing a Fax in Memory

If you have Remote Rtrv ON for remote retrieval you can still print a fax
in the memory. (See Setting Remote Rtrv, page 9-2.)

1 Press [Features], [1], [8], [4].

2 Press [Send/Receive].

3 After printing is finished, press [Stop] to exit.

Polling

Polling is the process of retrieving faxes from another fax machine. You
can use your machine to "poll" other machines, or you can have someone
poll your machine.

All parties involved in polling need to set up their fax machines to
accommodate polling. When someone polls your machine to receive a
fax, they pay for the call; if you poll someone's fax machine to receive a
fax, you pay for the call.

Some fax machines do not respond to the polling function.

Setting Up Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it. (See Canceling a Scheduled Job, page 5-10.)

1 Press Features, 1, 2, 8.

2 Press ← or → to choose ON (or OFF) and press Enter/Yes.

```
POLL RX:OFF?
SELECT ← → & SET
```

3 Enter the fax number you are polling.

```
ENTER FAX NO.
PRESS START KEY
```

4 Press Send/Receive. The screen displays DIALING.

Setting Up Sequential Polling Receive

Your machine can request documents from several fax units in a single operation. Afterward, a Sequential Polling Report will be printed. (See Canceling a Scheduled Job, page 5-10.)

1 Press Features, 1, 2, 8.

2 Press ← or → to select Polling ON (or OFF) and press Enter/Yes.

```
POLL RX:OFF?
SELECT ← → & SET
```

3 Specify the destination fax machines you wish to poll, using One Touch, Speed Dial, a Group or the dial pad. You must press Broadcast between each location.

```
ENTER FAX NO.
PRESS START KEY
```

4 Press Send/Receive.

Your machine will poll each number or group member in turn for a document.

```
DIALING #XX
```

Canceling a Scheduled Job

You can cancel tasks you've scheduled, such as Delayed Send or Polling Transmit.

1 Press [Features], [1], [4].
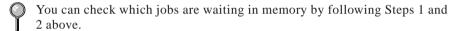
Any waiting jobs will appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

```
4.VIEW/DEL.JOBS
```

2 If you have more than two jobs waiting, use [←] or [→] to select the job you want to cancel and press [Enter/Yes].
—OR—
If you have only one job waiting, go to Step 3.

3 Press [1] to cancel**—OR—**Press [2] to exit without canceling.
To cancel another job, return to Step 2.

4 Press [Stop] to exit.

You can check which jobs are waiting in memory by following Steps 1 and 2 above.

Unique Ringing

This machine feature lets you use the Unique Ring subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Unique Ring pattern, so you'll know which phone number is ringing. This is one way you can have a separate phone number for your machine.

Your machine has a Unique Ring feature, allowing you to dedicate one phone number just for receiving faxes. You'll need to follow the directions below to "register" the new Unique Ring pattern, that was assigned by the Telephone Company, so your machine can recognize its incoming calls.

You can change or cancel the Unique Ring pattern at any time. You can switch it off temporarily, then turn it back on. When you get a new fax number, be sure to reset this feature.

You can register only one Unique Ring pattern with the machine. Some ringing patterns cannot be registered.

n The machine will answer only calls to its registered number.

n You will not hear the first two rings of all incoming calls on the machine.

n To have your TAM answer only the main number, the machine must be in Manual Mode.

n In Fax/Telephone or Fax mode, the machine will answer all numbers on the phone line.

Registering your Unique Ring Pattern

If you are not sure which ring pattern you have, call your telephone company. Then assign that pattern in the steps below.

1 Set the machine to **MANUAL** mode.

2 Press [Features], [1], [0], [1].
The screen displays the current setting of this feature.

3 Press ← or → to select Mode.

4 Press [Enter/Yes] when the screen displays UNIQUE RING:SET?

5 Press ← or → to select the prestored ring pattern you want to assign and press [Enter/Yes]. (You will hear each pattern as you scroll through the four patterns. Be sure to choose the pattern assigned by the Telephone Company.)

Ring Pattern	Rings	
1	long - long	
2	short - long - short	
3	short - short - long	
4	very long (normal pattern)	

6 Press [Stop] to exit.

Once you've registered the Unique Ring pattern in your machine, you can turn this feature on or off. To change the setting, follow steps 1 to 4 above, selecting ON (or OFF).

After you're sure you've set up Unique Ring properly and it is working, you can reconnect a TAM or have Voice Mail turned back on.

Caller ID

The Caller ID feature of this machine lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the screen display, the name or telephone number of your caller as the line rings. (See Printing Caller ID List, page 5-14.)

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

n You will see the first 16 characters of the number or name.

n OUT OF AREA display means call originates outside your Caller ID service area.

n PRIVATE CALL display means the caller has intentionally blocked transmission of information.

n CALL PICKUP display remains on the screen when no Caller ID information was transmitted.

If both the name and number are received, the screen displays only the name. You can print a list of Caller ID information received by your machine.

Caller ID service varies with different carriers. Call your local phone company to determine the kind of service available in your area.

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your machine.

1 Press Features, 1, 0, 2.

2 Press ← or → to select DISPLAY #? and press Enter/Yes.
If the name was not received, it will not be displayed.

3 Press ← or → to scroll through the Caller ID memory to select the Caller ID you want to view and press Enter/Yes.
The next screen shows the caller's telephone number and the date and time of the call.

4 Press ← or → to return to the Caller ID listing—**OR**—Press Stop to exit.

Clearing a Caller ID Stored in Memory

For effective use of the memory, it is recommended that you clear the Caller ID stored in memory by pressing Clear/No when the display shows the number or name.
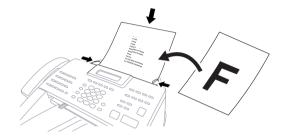
Printing Caller ID List

1 Press Features, 1, 0, 2.

2 Press ← or → to select PRINT REPORT? and press Enter/Yes.

3 Press Send/Receive.

6 **TX Settings**

Before You Begin

▪▪

n Documents must be between 5.8 and 8.5 inches wide, and 3.9 and 14.1 inches long. Your machine can scan an image only 8.15 inches wide, regardless of how wide the paper is.

n Make sure you insert documents **face down, top edge first**.

n Adjust the paper guides to fit the width of your document.

n The ADF (automatic document feeder) can hold up to 30 pages, feeding each one individually through the machine. Use standard (17 lb–24 lb) paper when using the ADF. If you're using heavier paper, feed each sheet individually to prevent paper jams.

n The **ADF** can hold up to 50 pages if you stagger the pages and meet the following conditions:

Temperature: 68°F – 86°F (20°C – 30°C)
Humidity: 50% – 70%

Fan the paper, then stagger the pages in the document feeder as shown below:

🚫 **DO NOT** use curled, wrinkled, folded or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper or fabric.

n Make sure documents written in ink are completely dry.

n Press Mode (before you send the fax) to select the resolution for the document you're sending. (See Resolution, page 6-8.)

Sending Faxes with Multiple Settings

When you send a fax you can choose any combination of the available settings: add a coversheet and select a comment; set the contrast or resolution; send using overseas mode, call reservation or delayed send,

```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```

polling transmission or real time transmission. After each function is accepted, the display will ask if you want to enter other settings:

Press ⒈ if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—
Press ⒉ if you are finished choosing settings, and go to the next step.

Manual Transmission

Manual transmission lets you hear the dial tone, ringing and fax receiving tones before sending the fax.

1 Insert the document face down in the feeder.

2 Pick up the handset and listen for a dial tone—**OR**—
Press ⸤Manual Telephone/Fax⸥ and listen for a dial tone.

3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call from the Tel-index).
(See One Touch Dialing, page 8-1.)

4 When you hear the fax tone, press ⸤Send/Receive⸥.

5 If you're using the handset, hang up.

Automatic Transmission

This is the easiest way to send a fax. **IMPORTANT:** Do **not** pick up the handset, or press ⸤Manual Telephone/Fax⸥.

1 Insert the document face down in the feeder.

2 Enter the fax number using One Touch, Speed Dial, Tel-index or the dial pad. (See Speed Dialing, page 8-2.)

3 Press ⸤Send/Receive⸥.

Manual and Automatic Fax Redial
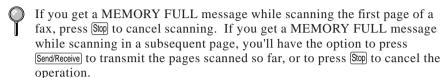
If you're sending a fax manually and the line is busy, after you disconnect the call press ⸤Redial/Pause⸥ to retry the number.

If you're sending a fax automatically and the line is busy, the machine will redial automatically, up to three times at 5 minute intervals.
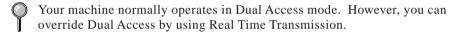
Dual Access
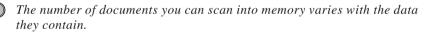
You can scan *up to* 50 documents into the fax memory, even while the machine is receiving or sending another fax (from memory). You can set temporary settings for each fax you're scanning, except Timer and Polling.

If you try to scan in and store a 51st fax, the machine will send it immediately, without storing it in memory.

If you get a MEMORY FULL message while scanning the first page of a fax, press [Stop] to cancel scanning. If you get a MEMORY FULL message while scanning in a subsequent page, you'll have the option to press [Send/Receive] to transmit the pages scanned so far, or to press [Stop] to cancel the operation.

1 Make sure the document feeder is empty.

2 Place the document in the feeder.

3 Enter the fax number.

4 Press [Send/Receive]. The machine starts scanning the document and the screen displays the job number (#XX) of the fax and how much memory is available. Then the machine starts dialing. You can immediately repeat steps 1 through 4 for the next fax.

Your machine normally operates in Dual Access mode. However, you can override Dual Access by using Real Time Transmission.

The number of documents you can scan into memory varies with the data they contain.

Real Time Transmission

When Memory is full, the machine cannot continue to scan documents into memory before sending. However, you can turn on TX FROM ADF; place the documents in the feeder and enter the fax number. As soon as the phone line is free, the machine starts dialing and sending the fax.

1 Place the document in the feeder.

2 Press [Features], [1], [3], [9].

```
9.TX FROM ADF
```

3 To change the default setting, press [←] or [→] to select ON (or OFF) and press [Enter/Yes]. Go to Step 5—**OR**—
For the next fax transmission only, press [←] or [→] to select NEXT FAX ONLY and press [Enter/Yes].

4 For the next fax only, press [←] or [→] to select ON (or OFF) and press [Enter/Yes].

```
TX FROM ADF:ON?
SELECT ← → & SET
```

5 Press $\boxed{1}$ if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press $\boxed{2}$ if you are finished choosing settings and go to Step 6.

6 Enter fax number and press $\boxed{\text{Send/Receive}}$.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the screen displays NO JOB WAITING.) (See Canceling a Job in Memory on this page.)

1 Press $\boxed{\text{Features}}$, $\boxed{1}$, $\boxed{4}$.

2 If you have multiple jobs waiting, use $\boxed{\leftarrow}$ or $\boxed{\rightarrow}$ to scroll through the list.

3 Press $\boxed{\text{Stop}}$ to exit.

Canceling Jobs in Memory

You can cancel tasks you've scheduled, such as Delayed Send, Polling Receive, Polling Transmit or faxes in memory waiting to be sent. If no jobs are waiting, the screen displays NO JOB WAITING.

1 Press $\boxed{\text{Features}}$, $\boxed{1}$, $\boxed{4}$.
Any waiting jobs appear on the display.

```
4.VIEW/DEL.JOBS
```

2 If you have more than two jobs waiting, use $\boxed{\leftarrow}$ or $\boxed{\rightarrow}$ to select the job you want to cancel and press $\boxed{\text{Enter/Yes}}$.
—OR—
If you have only one job waiting, go to step 3.

3 Press $\boxed{1}$ to cancel**—OR—**Press $\boxed{2}$ to exit without canceling.
To cancel another job, return to step 2.

```
#02 SALES REPORT
1.CLEAR 2.EXIT
```

4 Press $\boxed{\text{Stop}}$ to exit.
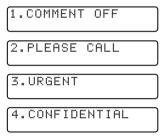
Basic Sending Operations

. . . .

Composing Electronic Cover Sheet

The cover sheet is generated at the receiving party's machine. Your cover sheet includes the name stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank. (See One Touch and Speed Dialing, pages 8-1, 8-2.)

The cover sheet indicates your Machine ID, and the number of pages you're sending. If you have Cover Sheet Setup set to ON, the number of pages remains blank. ([Features] [1] [3] [1].) (See Setting Machine ID, page 4-2.)

You can select a comment to include on your cover sheet.

```
1.COMMENT OFF
```

```
2.PLEASE CALL
```

```
3.URGENT
```

```
4.CONFIDENTIAL
```

Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 4-2 to help enter characters. (See Composing Your Own Comments, page 6-6.)

```
5.(USER DEFINED)
```

```
6.(USER DEFINED)
```

Most of the TX SETTINGS features are temporary settings that allow you to make adjustments for each document you send. However, so you can set up your cover sheet and cover sheet comments in advance, the Cover Sheet Setup and Cover Sheet Message features change the default settings.

Composing Your Own Comments

You can set up two custom comments.

1 Press [Features], [1], [3], [2].

```
2.COVER MESSAGE
```

2 Use ← or → to choose position 5 or 6 for your customized comment and press [Enter/Yes].

3 Use the dial pad to enter your customized comment and press [Enter/Yes]. (See Entering Text, page 4-2.)

```
ACCEPTED
```

4 Press [1] if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press [2] to exit.

```
OTHER SETTINGS?
1.YES 2.NO
```

Cover Sheet for Next Fax Only

Make sure the Machine ID is set up. (See page 4-2.) This feature does not work without the Machine ID.

You can set the fax to send a cover sheet with a particular document. This cover sheet will include the number of pages in your document.

1 Insert the document in the feeder.

2 Press [Features], [1], [3], [1].

3 When the screen displays **NEXT FAX ONLY?**, press [Enter/Yes].

4 Press ← or → to select **ON** (or OFF) and press [Enter/Yes].

5 Press ← or → to select one of the standard or custom comments and press [Enter/Yes].

6 Enter two digits to indicate the number of pages you are sending and press [Enter/Yes].
(Enter [0] [0] to leave the number of pages blank.) If you make a mistake, press ← to back up and reenter the number of pages.

7 Press [1] if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press [2] if you are finished choosing settings, and go to step 8.

8 Enter the fax number you're calling.

9 Press [Send/Receive].

Always Send Cover Sheet

Make sure Machine ID is set up. This feature does not work without the Machine ID. (See Setting Machine ID, page 4-2.)

You can set the machine to send a cover sheet whenever you send a fax. The number of pages in your fax is not included when you use this setting.

1 Press [Features], [1], [3], [1].

2 Press ← or → to select **COVER SHEET: ON?** and press [Enter/Yes].

```
COVER SHEET:OFF?
SELECT  ←  →  &  SET
```

3 If you selected ON, press ← or → to select one of the standard or custom comments and press [Enter/Yes].

```
COVER SHEET:ON?
SELECT  ←  →  &  SET
```

4 Press [1] if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press [2] to exit if you are finished choosing settings.

Using a Printed Cover Sheet

If you prefer using a printed cover sheet that you can write on, you can print the sample page and attach it to your fax.

1 Press [Features], [1], [3], [1].

2 Press ← or → to select PRINT SAMPLE? and press [Enter/Yes].

3 Press [Send/Receive]. Your machine prints a copy of your cover page.

```
        ===COVER SHEET===

TO:            _____

FROM:          _____
     FAX#:
     TEL#:

          PAGE[S] TO FOLLOW
COMMENT:
```

Contrast

If your document is very light or very dark, you might want to set the contrast. Use S.LIGHT to send a very light document. Use S.DARK to send a very dark document.

1 Insert the document, face down, in the feeder.

2 Press ⌊Features⌋, ⌊1⌋, ⌊3⌋, ⌊3⌋.

3 Use ← or → to select AUTO, S.LIGHT or S.DARK and press ⌊Enter/Yes⌋.

4 Press ⌊1⌋ if you want to select additional settings.The display returns to the TX SETTINGS menu.—**OR**—Press ⌊2⌋ if you are finished choosing settings, and go to step 5.

5 Enter a fax number and press ⌊Send/Receive⌋ to send a fax.

Mode

When you have a document in the feeder, you can use the ⌊Mode⌋ key to change the default setting. Press ⌊Mode⌋ continuously until you see the lights change to the setting you want. For standard, turn Fine & Extra Fine lights off. For Photo, turn them both on. (See Multiple Resolution Transmission, page 6-12.)

Standard—Suitable for most typed documents.

Fine—Good for small print; transmits a little slower than standard resolution.

Extra Fine—Good for small print or artwork; transmits slower than fine resolution.

Photo—Use when document has varying shades of gray; slowest transmission time.

Canceling a Job While Scanning the Document

You can cancel a job while you are scanning it into memory by pressing ⌊Stop⌋. Eject the document by pressing ⌊Stop⌋ again.

Advanced Sending Operations

∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎∎

Overseas Mode

After you send a fax using this feature, the feature turns itself off.

1 Insert document.

2 Press `Features`, `1`, `3`, `5`.

For the MFC, press `Features`, `1`, `3`, `5`.

> 5.OVERSEAS MODE

3 Press ← or → to select ON (or OFF) and press `Enter/Yes`.

4 Press `1` if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press `2` if you are finished choosing settings and go to step 5.

5 Enter the fax number you're calling.

6 Press `Send/Receive`.

Voice Request

You can send a fax and let the other party know that you want to have a conversation after the fax transmission is complete. The other fax machine will ring as if it were receiving a telephone call; if the other party picks up the handset, your machine will ring. Lift the handset to speak.

If the other party does not answer the Voice Request and the Call Back Message feature is set to ON, your machine leaves a message to call you.

1 Insert the document in the feeder.

2 Press `Features`, `1`, `3`, `6`.

> VOICE REQ.:OFF
> SELECT ← → & SET

3 Press ← or → to select VOICE REQUEST:ON? (or OFF) and press `Enter/Yes`.

> VOICE REQ.:ON
> SELECT ← → & SET
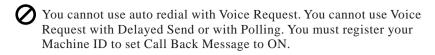
The screen displays the current setting for Call Back Message.

> CALL BACK:OFF?
> SELECT ← → & SET

4 Press ← or → to select ON (or OFF) and press `Enter/Yes`.

> CALL BACK:ON?
> SELECT ← → & SET

5 Press `1` if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press `2` if you are finished choosing settings, and go to step 6.

6 Enter the fax number.

7 Press `Send/Receive`.

8 If you've set Voice Request to ON, pick up your handset if the machine rings.

⊘ You cannot use auto redial with Voice Request. You cannot use Voice Request with Delayed Send or with Polling. You must register your Machine ID to set Call Back Message to ON.

Print Sample Call Back Message

1 Press [Features], [1], [3], [6].

2 Press ← or → to select **PRINT SAMPLE?** and press [Enter/Yes].

3 Press [Send/Receive].

Delayed Send

During the day you can store *up to* 50 documents into memory for delayed sending. Transmission of these documents will begin at the time of day you enter in Step 3. If you have set up in the Delayed Send feature, page 4-6, you can accept it in Step 3 or enter another time for this fax.

1 Insert the document in the feeder.

2 Press [Features], [1], [3], [7].

3 Accept the displayed time or enter another time for this fax and press [Enter/Yes].

4 Press [1] to leave the originals waiting in the document feeder—**OR**—Press [2] to scan the document into memory.
(See Interrupting Delayed Send and Polling Transmit Jobs, page 6-13.)

```
1.DOC 2.MEMORY
```

5 Press [1] if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press [2] if you are finished choosing settings and go to step 5.
The screen will prompt you to enter the fax number.

```
ENTER FAX NO.
PRESS START KEY
```

6 Enter the fax number.

7 Press [Send/Receive]. The machine will wait to send the fax at the time you set up.
([Features], [1], [1], [6].)

✎ *The number of documents you can scan into memory varies with the data they contain.*

Delayed Batch Transmission

Before sending the delayed faxes, your machine will economize by sorting all the documents in memory by destination and scheduled time. All delayed faxes scheduled at the same time to the same fax number will be sent as one transmission.

1 Press Features, 1, 3, 0.

2 Press ← or → to select ON (or OFF) and press Enter/Yes.

```
BATCH TX:ON?
SELECT ← → & SET
```

3 Press Stop to exit.

Broadcasting
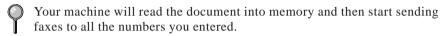
Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the Broadcast key, you can include Groups, One Touch locations, up to 100 Speed Dial locations, and up to 50 manually dialed numbers (maximum of 182 locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer. (See Setting Up Groups for Broadcasting, page 7-3.)

Although the easiest way to broadcast is to press Group keys, you can include One Touch, Speed Dial, and manually, dialed numbers in the same broadcast. You must press Broadcast between each of these locations. Use the Alpha Directory to help you choose the numbers easily.

After the broadcast is completed, a Broadcast Report will be printed automatically to let you know the results.

n To stop the broadcasting in progress, press Stop. The LCD display asks if you want to cancel all locations or the location that is being sent.

Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call become limited.

n If the line is busy or for some other reasons a connection could not be made while broadcasting, the machine will redial the number automatically.

n If the memory is full, press Stop to abort the job or press Send/Receive to send the portion that is in the memory (if more than one page has been scanned).

1 Insert the document into the feeder.

2 Enter a number using One Touch, Speed Dial, Group number, Tel-index or the dial pad. Example: Group number

3 Press [Broadcast].

4 Enter the next number. Example: Speed Dial

5 Press [Broadcast].

6 Enter the next fax number.
Example: Manual dialing, using the dial pad.

7 Press [Send/Receive].

Your machine will read the document into memory and then start sending faxes to all the numbers you entered.

Multiple Mode Transmission

Use this feature to select separate mode settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Mode settings return to STANDARD after the fax is sent.
(See Resolution, page 6-8.)

1 Insert the document in the feeder.

2 Press [Features], [1], [3], [4].

3 Use ← or → to select resolution for page 1 and press [Enter/Yes].

4 Repeat Step 3 for subsequent pages.

5 Press [Stop] when you're finished.

6 Press [1] if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press [2] if you are finished choosing settings and go to Step 7.

7 Enter the fax number you're calling.

8 Press [Send/Receive].

If you want to copy a document using multiple resolutions, press [Copy] in step 7.

Setting Up Polling Transmit

Polling Transmit is when you set up your machine to wait with a document so another fax machine can retrieve it. (See Interrupting Delayed Send and Polling Transmit Jobs on this page.)

1 Place the document to be retrieved in the feeder.

2 Press Features, 1, 3, 8.

3 Press ← or → to choose
POLL TX:ON? and press Enter/Yes.

```
POLL:OFF?
SELECT ← → & SET
```
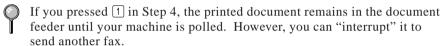
4 Press 1 to select DOC if you want your
machine to scan the printed document at
the time it is polled—**OR**—Press 2 to select MEMORY.

```
1.DOC 2.MEMORY
```

5 Press 1 if you want to select additional settings. The display returns to the TX SETTINGS menu—**OR**—Press 2 if you are finished choosing settings and go to step 6.

6 Press Send/Receive.

If you pressed 1 in Step 4, the printed document remains in the document feeder until your machine is polled. However, you can "interrupt" it to send another fax.

Interrupting Delayed Send and Polling Transmit Jobs

You can send a fax or make a copy now, even if you have the machine set to send documents from the feeder later. However, you cannot use automatic redial or the Feature mode. (See Delayed Send, page 6-10 and Setting Up Polling Transmit on this page.)

1 Press Features, 1, 5.

2 Wait 2 seconds, then remove the documents that are waiting in the feeder.

3 Place the "new" document you want to
send now in the feeder.

```
INSERT DOCUMENT
```

4 Enter the new fax number for the documents you want to send now.

5 Press Send/Receive.

6 After the transmission is finished, place the "old" documents back into the feeder.

7 To restore the Delayed Send and/or Polling.

Press Features, 1, 5.

7 **Setup Dialer Settings**

Storing Numbers for Easy Dialing

You can set up your machine to do three types of easy dialing: One Touch, Speed Dial, and Groups for Broadcasting of faxes.

Storing One Touch Dial Numbers

You can store 32 fax/phone numbers that you can dial by pressing one key (and Send/Receive). To access numbers 17 to 32, hold down Shift. You also can store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed. (See One Touch Dialing, page 8-1.)

One Touch keys are not the dial pad keys. They are the 16 keys (numbers 01–32) located to the left of the dial pad.

1 Press Features, 1, 6, 1.

2 Press the One Touch key where you want to store a number.

The screen displays the location you selected.

3 Enter a number (up to 20 digits) and press Enter/Yes. (See Changing One Touch and Speed Dial Numbers, page 7-4.)

If you want to enter a pause in the dialing sequence (for example, to access an outside line), press Redial/Pause as you're entering digits. Pressing Redial/Pause enters a 3.5 second pause when the number is dialed, and a dash appears on the screen.

```
NAME:
ENTER & SET
```

4 Use the dial pad to enter the name (up to 15 characters) and press Enter/Yes. You can use the chart on page 4-2 to help you enter letters—**OR**—Press Enter/Yes to store the number without a name.

5 ← or → to select the type you want and press Enter/Yes.

FAX	a fax only number
TEL	a telephone (voice) number
FAX/TEL	both fax and telephone (voice) number

6 Return to Step 2 to store another One-Touch number—**OR**—Press Stop to exit.

If you need to store a pause longer than 3.5 seconds, press Redial/Pause two or
more times.

Even if you lose electrical power, numbers stored in memory will *not* be
lost.

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only three
keys (and Send/Receive). There are 100 Speed Dial locations. Even if you lose
electrical power, numbers stored in memory will not be lost. (See Speed
Dialing, page 8-2.)

1 Press Features, 1, 6, 2.

2 Use the dial pad to enter a two-digit location
(00–99) and press Enter/Yes.

```
SPEED-DIAL? #
ENTER & SET
```

3 Enter the number (up to 20 digits) and
press Enter/Yes.

```
#05:
ENTER & SET
```

4 Use the dial pad to enter the name
(up to 15 characters) and press Enter/Yes.
You can use the chart on page 4-2 to help
you enter letters—**OR**—Press Enter/Yes to store
the number without a name.

```
NAME:
ENTER & SET
```

5 ← or → to select the type of number

> **FAX** a fax number
>
> **TEL** a telephone (voice) number
>
> **FAX/TEL** both fax and telephone number

and press Enter/Yes.

6 Return to Step 2 to store another Speed Dial number—**OR**—Press Stop to
exit.

Even if you lose electrical power, numbers stored in memory will *not* be
lost.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch Group key (and Send/Receive). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. *Each Group uses up A One Touch key.* Finally, you can have up to six small Groups, or you can assign up to 131 numbers to one large Group.

You can include *up to* 31 One Touch keys, and *up to* 100 Speed Dial numbers. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

(See Storing One Touch Dial Numbers, page 7-1 and Storing Speed Dial Numbers, page 7-2.)

1 Press Features, 1, 6, 3.

2 Select a One Touch key where you wish to store the Group number. (For example, press One Touch key 02 for Group 1.)

```
SELECT ONE TOUCH
```

3 Use the dial pad to enter the Group number and press Enter/Yes. (For example, press 1 for Group 1.)

```
SETUP GROUP:GR
ENTER & SET
```
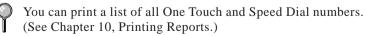
4 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch key 05, press One Touch key 05. For Speed Dial location 09, press Speed Dial, then press 0, 9 on the dial pad. The display shows ✱05, #09.

```
GR1:*05#09_
ENTER & SET
```

5 When you're finished adding numbers, press Enter/Yes.

6 Use the dial pad and the chart on page 4-2 to enter a name for the group and press Enter/Yes. (For example, NEW CLIENTS)

```
NAME:
ENTER & SET
```

7 Press Stop to exit.

You can print a list of all One Touch and Speed Dial numbers. (See Chapter 10, Printing Reports.)

If you lose electrical power, numbers stored in memory will *not* be lost.

(See Broadcasting, page 6-11.)

Changing One Touch and Speed Dial Numbers

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either

```
*01: PITNEY BOWES
1.CHANGE 2.EXIT
```

1 Press ⬜1 to change the number, or press ⬜2 to exit without changing it.

2 Enter a new number and press ⬜Enter/Yes.

    n If you want to erase the number, press ⬜Clear/No when the cursor is to the left of the digits.

    n If you want to change a digit, use ⬅ or ➡ to position the cursor under the digit you want to change, then type over it.

3 Follow the directions from Step 4 for Storing One Touch Numbers or Storing Speed Dial Numbers.

8 Telephone Operations

Dialing Options

You can send faxes or make telephone calls by dialing manually or by using Directory Search, One Touch or Speed Dial memory.
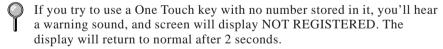
Manual Dialing

Manual dialing is simply pressing all of the digits of the phone number.

1 Pick up the handset—**OR**—Press ⌞Manual Telephone/Fax⌟.

2 When you hear a dial tone, dial the call using the dial pad.

3 If you pressed ⌞Manual Telephone/Fax⌟ to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)

4 To hang up, replace the handset.

One Touch Dialing

1 Pick up the handset—**OR**—Press ⌞Manual Telephone/Fax⌟.

2 When you hear a dial tone, press the One Touch key of the location you want to call. (See Storing One Touch Dial Numbers, page 7-1.)

3 If you pressed ⌞Manual Telephone/Fax⌟ to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

4 To hang up, replace the handset.

If you try to use a One Touch key with no number stored in it, you'll hear a warning sound, and screen will display NOT REGISTERED. The display will return to normal after 2 seconds.

If you are sending a fax, press ⌞Send/Receive⌟ after pressing the One Touch key. If you picked up the handset, press ⌞Send/Receive⌟ when the receiving fax machine answers with fax tones.

Speed Dialing

1 Pick up the handset—**OR**—Press [Manual Telephone/Fax].
(See Storing Speed Dial Numbers, page 7-2.)

2 When you hear a dial tone, press [Speed Dial], then press the two-digit
Speed Dial number.

3 If you pressed [Manual Telephone/Fax] to dial the call, pick up the handset when the
other party answers. (The speaker works only one way; the other party
won't be able to hear you unless you pickup the handset.)

4 To hang up, replace the handset.

If you are sending a fax, press [Send/Receive] after pressing the Speed Dial
number. If you picked up the handset, press [Send/Receive] when the receiving
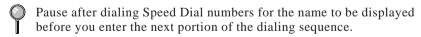fax machine answers with fax tones.

Dialing Access Codes and Credit Card Numbers

Sometimes you may want to choose from among several long distance
carriers when you make a call. Rates may vary depending upon the time
and destination. To take advantage of low rates, you can store the access
codes or long-distance carriers as One Touch and Speed Dial numbers. You
can store these long dialing sequences by dividing them and setting them up
separately in any combination. You can even include manual dialing using
the dial pad. The combined number will be dialed in the order you entered
it, as soon as you press [Send/Receive]. (See Storing One Touch Dial Numbers,
page
7-1.)

For example:
You store "555" on One Touch key [03] and "7000" on One Touch key [02].
If you press One Touch [03], [02] and [Send/Receive] you can dial "555-7000". To
temporarily change a number, you can substitute part of the number with
manual dialing using the dial pad. For example, to change the number to
555-7001 you could press One Touch [03] and press [7], [0], [0], [1] using the
dialing pad.

Pause after dialing Speed Dial numbers for the name to be displayed
before you enter the next portion of the dialing sequence.

Pause

Press [Redial/Pause] to insert a 3.5 second pause between numbers. If you are dialing overseas, you can press [Redial/Pause] as many times as needed to increase the length of the pause.

Fax Redial

If you're sending a fax manually and the line is busy, press [Redial/Pause] to retry the number.

If you're sending a fax automatically and the line is busy, the machine will redial automatically up to three times at 5 minute intervals.

Tone/Pulse

If you have pulse dialing service, but need to send tone signals (for telephone banking, for example), follow the directions below. If you have touch tone service, you do not need this feature to send tone signals.

1 Lift the handset.

2 Press [#]. Digits dialed after [#] will send tone signals.

3 When you hang up, the machine returns to pulse dialing service.

Searching Directory

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically. (See Storing One Touch Dial Numbers, page 7-1 and Storing Speed Dial Numbers, page 7- 2.)

1 Press [Directory Search], then enter the first letter of the name you're looking for.

2 Press [←] or [→] to search the memory.

3 When the screen displays the name you want to call, pick up the handset or press [Manual Telephone/Fax].

4 Press [Send/Receive] to begin dialing.

5 If you pressed [Manual Telephone/Fax] to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

6 When the call is over, hang up.

9 **Remote Fax Options**

Fax Forwarding/Paging

You cannot use Paging and Fax Forwarding at the same time.

You cannot use Paging and Fax Forwarding when "Remote Rtrv" is set to OFF.

Programming a Fax Forwarding Number

When Fax Forwarding is set to ON, your machine stores the received fax in memory, then dials the fax number you've programmed, and forwards the fax message.

1 Press Features, 1, 8, 1.

2 Press ← or → until the screen displays and press Enter/Yes.

```
FAX FORWARD?
SELECT ← → & SET
```

3 Enter the forwarding number (up to 20 digits) and press Enter/Yes.

```
FWD#:
ENTER & SET
```

4 Press Stop to exit.

Programming Paging Number

When Paging is selected, your machine dials the pager number you've programmed, and dials your Personal Identification Number (PIN) when connected, to activate your pager and let you know you have a fax message in the memory.

1 Press Features, 1, 8, 1.

2 Press ← or → until the screen displays and press Enter/Yes.

```
PAGING?
SELECT ← → & SET
```

3 Enter your pager phone number (up to 20 digits) followed by ⌗ ⌗ and press Enter/Yes.
Do not include the area code if it is the same as that of your machine.
For example, 1 8 0 0 5 5 5 1 2 3 4 ⌗ ⌗.

```
PAG#:
ENTER & SET
```

4 If your pager requires a PIN, enter the PIN, press ⌗, press Redial/Pause, enter your fax number, then press ⌗ ⌗ and press Enter/Yes.
For example, 1 2 3 4 5 ⌗ Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 ⌗ ⌗.
—OR—If you do not need a PIN, press Redial/Pause, enter the fax number, then press ⌗ ⌗ and press Enter/Yes.
For example, Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 ⌗ ⌗.

5 Press Stop to exit.

You cannot change a Paging number or PIN remotely.

Setting Remote Rtrv
▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

If you set Remote Rtrv to ON, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory. (See Remote Retrieval, page 9-3.)

1 Press Features, 1, 8, 2.

2 Press ← or → to select ON (or OFF) and press Enter/Yes.

```
REMOTE RTRV:OFF?
SELECT ← → & SET
```

3 Press Stop to exit.

If there are faxes in memory when you turn Remote Rtrv to OFF, the screen prompts you to erase any faxes in memory.

If you press 1, all fax data is erased and Remote Rtrv is turned off. If you press 2, data is not erased, and Remote Rtrv remains on.

```
ERASE ALL FAX?
1.YES 2.NO
```

Changing R R Passcode

Enter your R R Passcode when the machine picks up your call, so you can access features remotely. The passcode is preset to 1 5 9 ✳, but you can change this. The ✳ cannot be changed.

1 Press Features, 1, 8, 3.

2 Enter a three-digit number from 000 to 999 and press Enter/Yes. (Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.)

3 Press Stop to exit.

Remote Retrieval

You can call your machine from any fax machine using touch tone and use a R R Passcode and other button presses to retrieve fax messages. Cut out the R R Passcode on the last page and keep it in your wallet as an aid.
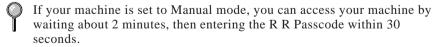
Using R R Passcode

1 Dial your fax number from a fax machine using touch tone. (See Changing R R Passcode on this page.)

2 When your machine answers and beeps, immediately enter your R R Passcode (1 5 9 ✳).

3 Your machine signals the kinds of messages received:

1 long beep — Fax message(s)

No long beeps — No messages

4 Your machine then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, your machine hangs up. If you enter an invalid command, your machine beeps three times.

5 Press 9 0 to reset your machine when you're finished.

6 Hang up.

If your machine is set to Manual mode, you can access your machine by waiting about 2 minutes, then entering the R R Passcode within 30 seconds.

Remote Commands

Follow the commands below to access features remotely. When you call your machine and enter your Remote Retrieval Passcode (1 5 9 ✱), the system will signal you with two short beeps to enter a remote command.

Remote Commands		Operation Details
95	**Changing Fax Forwarding/ Paging setting**	
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met. (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see page 9-6). Once you have registered the number, your machine will change automatically to FAX FWD:ON mode. Then retrieve a Jobs Report by entering 961 (see page 9-6) to make sure that the Fax Forwarding number you registered is correct on the List.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	6 Remote Rtrv ON	
	7 Remote Rtrv OFF	
		You can set REMOTE RTRV to ON or OFF.
96	**Retrieve a fax**	
	1 Jobs Report	Enter the number of a remote fax machine to receive the Jobs Report List or stored fax message(s). (See page 9-5.)
	2 Retrieve all faxes	
	3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change Answer Mode**	
	1 TAM	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you cannot change it.
	2 Fax/Telephone	
	3 Fax	
90	**Exit**	After a long beep, you can exit remote retrieval.

Retrieving Jobs Report

You can retrieve the Jobs Report from a remote fax machine to see if you have any fax messages.

1 Dial your fax number.

2 When you hear the beep, immediately enter your R R Passcode (⒈ ⒌ ⒐ ✳).

3 When you hear two short beeps, use the dial pad to press ⒐ ⒍ ⒈.

4 Using the dial pad, enter the number of the remote fax machine (up to 20 digits) where you want the Jobs Report forwarded, and then press # #.

You cannot use ✳ and # as dial numbers. However, if you want to store a pause, press #.

5 After you hear your machine beep, hang up and wait.

Your machine calls the remote fax machine. The remote fax machine prints the Jobs Report.

Retrieving Fax Messages

1 Dial your fax number.

2 When you hear the beep, immediately enter your R R Passcode (⒈ ⒌ ⒐ ✳).

3 As soon as you hear two short beeps, use the dial pad to press ⒐ ⒍ ⒉.

4 Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press # #.

You cannot use ✳ and # as dial numbers. However, if you want to store a pause, press #.

5 After you hear your machine beep, hang up and wait.

Your machine calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number Remotely

You can change the default setting of your fax forwarding number from a remote fax machine.

1 Dial your fax number.

2 When you hear the beep, immediately enter your R R Passcode (1 5 9 ✱).

3 When you hear two short beeps, enter 9 5 4.

4 Enter the new telephone number of the remote fax machine (up to 20 digits) where you want your fax messages forwarded, and then press # #.

You cannot use ✱ and # as dial numbers. However, if you want to store a pause, press #.

5 To retrieve the Jobs Report, when you hear two short beeps, use the dial pad to press 9 6 1.

6 Use the dial pad to enter the number of the remote fax machine (up to 20 digits), and then press # #.

7 After you hear your machine beep, hang up and wait.

Your machine calls the remote fax machine. The remote fax machine prints the Jobs Report showing the new forwarding number.

8 Check the forwarding number.

If the forwarding number is incorrect, return to Step 1 and reset it.

10 **Printing Reports**

Settings and Activity

You can print the following lists and reports:

1.JOB STATUS RPT

Choose if you would like a
Job Status Report printed after every fax
you send.

2.JOURNAL

Journal lists information about the last
50 incoming and outgoing faxes.
TX means Transmit; RX means Receive.

3.DIALER DIR.

Lists names and numbers stored in One
Touch and Speed Dial memory, in
numerical order.

4.ALPHA DIR.

DIALER DIR. list (above),
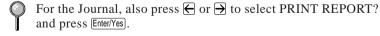alphabetically.

5.MACH.SETTINGS

Lists settings for SYSTEM SETUP,
RX SETTINGS, TX SETTINGS,
PRINT REPORTS, REMOTE FAX OPT
and MISCELLANEOUS.

6.JOBS REPORT

Lists summary information and amount
of occupied memory.

To Print a Report

1 Press [Features], [1], [7].

2 Enter the number of the report you want to print.
For example, press [4] to print the ALPHA DIR.

For the Journal, also press ← or → to select PRINT REPORT?
and press [Enter/Yes].

3 Press [Send/Receive].

4 Press [Stop] to exit.

Transmission Verification Job Status Rpt.

You can use the Job Status Rpt. as proof that you sent a fax. This report lists the time and date of transmission, and whether the transmission was successful.

When the feature is OFF, the report is printed automatically only if an error occurred during transmission. If the report indicates NG (poor line condition), send the document again. If the report indicates you should check the readability of certain pages, resend those pages.

If you typically send multiple faxes to the same destinations, you may need a reminder to identify each fax transmission. You can select OFF+IMAGE or ON+IMAGE to print a portion of the first page of the fax message on the report.

1 Press Features, 1, 7, 1.

2 Press ← or → to select INC, INC+IMAGE, ON or ON+IMAGE and press Enter/Yes.

3 Press Stop to exit.

When the machine is idle, you can print the Transmission Verification Report by pressing Last Comm. when you wish to confirm if the last transmission was successful or not.

Journal Interval

You can set the machine to print the Journal at specific intervals (6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to OFF, you can print the report by following the steps in the previous section.

1 Press Features, 1, 7, 2.
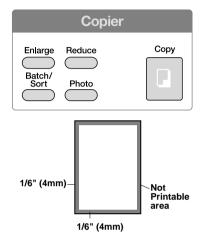
2 Press ← or → to display INTERVAL? and press Enter/Yes.

```
INTERVAL?
```

3 Press ← or → to choose your setting and press Enter/Yes. (If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.)

4 Enter the time to begin printing, in 24-hour format and press Enter/Yes. (For example: enter 19:45 for 7:45 PM.)

5 Press Stop to exit.

11 **Making Copies**

Using Your Machine as a Copier

You can use your machine as a copy machine, making up to 99 copies at a time. The machine can stack the copies or collate (sort) them.

The printable area of your machine begins at approximately one-sixth inch (4mm) from the edge of the paper.

Copy Contrast (Temporary Setting)

If a document is in the feeder, you can adjust copy contrast, to make copies darker or lighter.

1 Press [Features], [1], [0], [3].

```
3.COPY CONTRAST
```

2 Press [←] to make a copy lighter, or [→] to make a copy darker and press [Enter/Yes].

3 Press [Stop] to exit.

4 Press [Copy].

Making a Single Copy

The default resolution for a single copy is Standard, which you can use for documents containing both text and photographs. You can also select S. Fine and Photo, as needed.

1 Insert document face down in the feeder.

2 Press [Copy], then wait five seconds**—OR—**Press [Copy] again.
Do **NOT** pull on the paper while copying is in progress.

Making Multiple Copies

There are two ways to make multiple copies on your machine. You can choose whether the copies will be STACKED (all copies of page 1, then all copies of page 2, etc.), or SORTED (collated). The default resolution for multiple copies is Standard.

Stacking Multiple Copies

1 Insert document face-down in the feeder.

2 Press Batch/Sort twice.

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Wait five seconds—**OR**—Press Copy again.

Sorting Multiple Copies

Sorting uses more memory then stacking. (See If You Get a Memory Full Message on this page.)

1 Insert document face-down in the feeder.

2 Press Batch/Sort.

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Wait five seconds—**OR**—Press Copy.

If You Get a Memory Full Message

If the memory becomes full while your scanning a document to be copied the screen displays

```
MEMORY FULL P.01
PRESS STOP KEY
```

If you selected Batch/Sort or STACK after pressing Copy and get a MEMORY FULL message while you are scanning the first page, press Stop to cancel the job and make a single copy. If you selected Batch/Sort and the MEMORY FULL message appears while scanning subsequent pages, press Copy to copy the portion that is in memory—**OR**—press Stop to cancel. To restart the copy job using less memory, select STACKED copies.

Reducing and Enlarging Copies

AUTO sets the machine to calculate automatically the reduction ratio that fits the size of your paper. MANUAL allows you to enter a ratio from 50% to 200% in 1% increments.

1 Insert document face-down in the feeder.

2 Press [Enlarge] or [Reduce].

3 Press ⬅ or ➡ to select AUTO, 200%, 150%, 125%, 120%, 100%, 93%, 87%, 75%, 50% or MANUAL. (Enlargement *or* reduction ratios appear).

4 Press [Copy].

5 Use the dial pad to enter the number of copies you want (up to 99).

6 Wait five seconds—**OR**—Press [Copy] again.

Copying a Photograph

You can copy a photograph by pressing [Photo], without pressing [Mode].

1 Insert the photo(s) face-down in the feeder.

2 Press [Photo].

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Wait five seconds—**OR**—Press [Copy] again.

12 Setting Up Fax Machine and PC to Work Together

Using Fax Machine with Your PC

Before you can print from Windows® on your PC, you must first follow the steps in this chapter to connect the machine to your computer and to install the printer driver from the bundled Floppy Disks.

Before You Install Printer Driver

Computer Requirements

The following are the minimum computer requirements you need to set up and operate as a printer. Use only a shielded interface cable that is IEEE-1284 compliant, and that is less than 6 feet (1.8 meters) long.

CPU	80486/66MHz or higher (Windows® 3.1*x* or 95)
	Pentium 75 or Higher (Windows® 98 or Windows NT® Workstation Version 4.0)
RAM	8MB or greater for Windows® 3.1*x* 8MB or greater for Windows® 95 (16MB recommended)
	16MB or greater for Windows® 98 or Windows NT® Workstation Version 4.0 (32MB recommended)
Hard Disk Drive	10MB Available Disk Space
Operating System	Windows® 3.1*x*, 95/98 or NT® Workstation Version 4.0, DOS environment compatible with your Windows® version

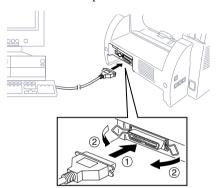## *Connecting Fax Machine to PC With Bundled Parallel Cable*

You must connect the Fax machine to your PC with the included bi-directional IEEE-1284 compliant parallel cable.

1 Make sure to unplug the machine's power cord from the electrical outlet before connecting the parallel interface cable.

Also, make sure the PC is turned off and unplugged from the electrical power before you connect the interface cable.

2 Connect the parallel interface cable to the parallel interface port of the machine and secure the connection with the wire clips.

3 Connect the interface cable to the printer port of the PC and secure with the two screws.

For the location of your computer's parallel printer port, see the User's Guide for your PC.

4 Before plugging in your PC and turning it on, plug in the electrical cord of the machine.

If you are using Windows® 95, after you connect machine to PC. You may see "New Hardware Found Pitney Bowes 1630" during startup.

You can select "Do not install a driver (Windows® will not prompt you again)." and click **OK**, so Windows® will not display this dialog box again.

—OR—

If you see "Update Device Driver Wizard", click **Next** to bypass the Windows® Plug and Play Printer Driver screens, followed by **Finish**.
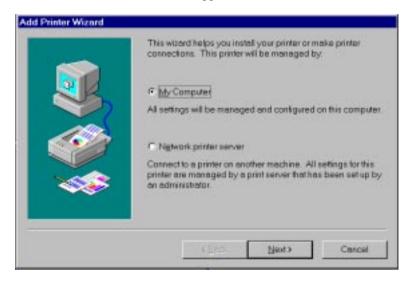
If you are using Windows® 98, you may see the "Add New Hardware Wizard" during startup, follow the instructions from the installer, then click **Next**. Click **Finish** when it appears on the screen.
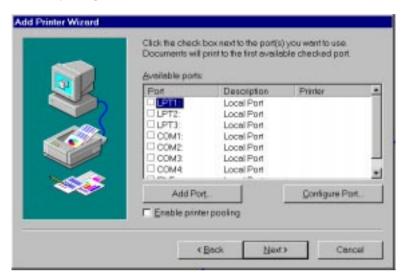
Installing Printer Driver

If you are using Windows NT® Workstation Version 4.0:

1 Click the Start button in the Taskbar.

2 Select *Settings*, then *Printers*.
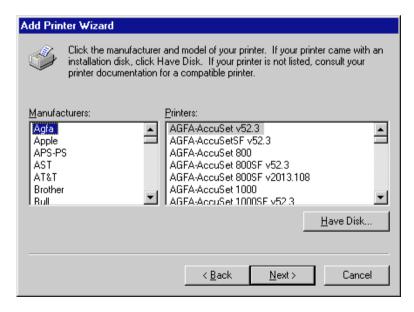
3 Double-click on the *Add Printer* wizard.

The Add Printer Wizard window appears:

4 Select *My Computer* and click the **Next** button.

5 Select the Port you will use (we recommend LPT1), and click the **Next** button.

6 Click the **Have Disk** button.
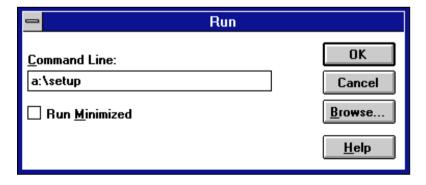
The Install From Disk window appears:

7 Insert the floppy disk for the printer driver into drive A, and click the **OK** button.

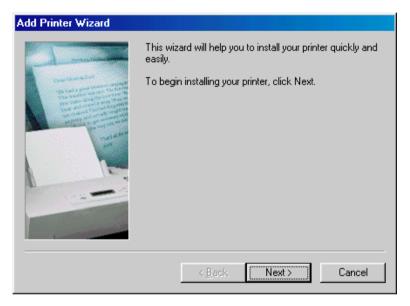Follow the screen prompts to complete the installation.

If you are using Windows® 3.1 or 3.11:

1 Insert the floppy disk for the printer driver into drive A.

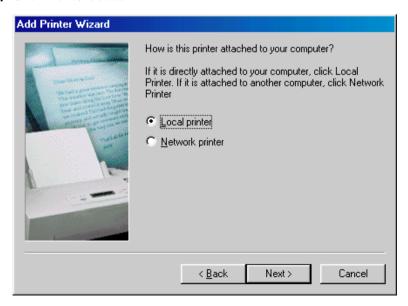**2** From the *Program Manager*, click on *File*, then *Run*.

3 Enter A:\SETUP.
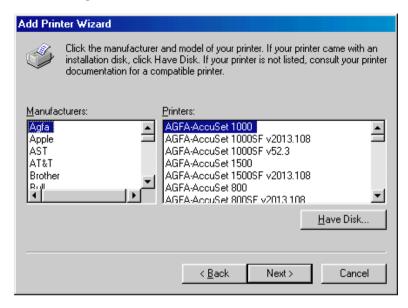
If you are using Windows® 95, 98:

1 Click the *Start* button in the Task bar.

2 Select *Settings*, then *Printers*.

3 Double-click on the *Add Printer* wizard.

Add Printer Wizard

This wizard will help you to install your printer quickly and easily.

To begin installing your printer, click Next.

< Back   Next >   Cancel

4 Click the **Next** button.

Add Printer Wizard

How is this printer attached to your computer?

If it is directly attached to your computer, click Local Printer. If it is attached to another computer, click Network Printer

○ Local printer
○ Network printer

< Back   Next >   Cancel

5 Select Local printer and click the **Next** button.

6 Click the **Have Disk** button.

The Install From Disk windows appears.

7 Insert the floppy disk for the printer driver into drive A, and click the **OK** button.

Follow the screen prompts to complete the installation.

13 **For DOS Users**

How to Use Fax machine with Your DOS Application Software

Before working with your application software that runs on DOS, check that the machine's name appears in the printer selection of your application software. If the machine is not listed, you must install the printer driver that corresponds to HP LaserJet IIP's emulations.

The following table shows combinations of printer drivers and emulation mode. To get the most out of this machine, you should install an HP printer driver in your application software.

Printer driver supported in your application software	Emulation mode to be selected with the remote printer console program
HP LaserJet IIP™	HP LaserJet IIP emulation mode
HP LaserJet II™	Auto emulation selection

n The best or recommended printer driver is indicated in bold.

n Be sure to choose the proper printer driver in your application software.

n Be sure the printing resolution is set to 300 dpi in your DOS application software.

14 Using Fax Machine as a Printer

Special Printing Features

Windows® Printing

The dedicated printer driver for Microsoft® Windows® 3.1*x*, 95/98 and Windows NT® Workstation Version 4.0 are available on the diskettes supplied with your machine. You can install them easily into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including economy printing mode and custom paper size.

Popular Printer Emulation Support

The machine supports HP LaserJet IIP printer emulation mode. If you use DOS application software, or Windows® 3.0 or earlier, you can use HP LaserJet IIP emulation mode for printer operations.

Bi-directional Parallel Interface

The machine's parallel interface enables it to send memory and printer setup information to the computer.

Enhanced Memory Management

The machine has its own Data Compression Technology, which automatically compresses graphic data and downloads font data efficiently into the machine's memory. With the machine's standard memory, you can avoid memory errors and print most full-page, 600 dpi graphic and text data, including larger fonts.

Printing From Your PC

Multi-purpose Paper Cassette

The machine's multi-purpose paper cassette can be adjusted to feed many sizes of paper: letter, legal, A4, B5 and A5 plain paper. When the machine receives print data from your computer, it loads paper from the paper cassette.

n Select the print command from your PC.

Your PC sends a print command and data to the machine. The machine displays the date and time and RECEIVING DATA. If there are more pages, the machine begins to print the next page automatically. When printing is finished, it returns to online status.

You may select the proper paper source, paper size, and page orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software. (See Acceptable Paper, page 2-5.)

Use the manual feed slot for labels, transparencies, card stock, thicker paper or envelopes.
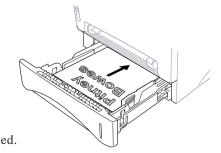
Two-Sided Printing (Manual Duplexing)

The supplied printer drivers for Windows® 3.1*x*, 95/98 and Windows NT® Workstation Version 4.0 enable manual duplex printing. (For more information, see the Help screen for the printer driver.)

Please select LPT1 on the printer driver.

The machine prints all the even-numbered pages on one side of the paper first. Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or very thick paper is not recommended.

⚠ Caution

When you use manual duplexing, it is possible that a paper jam may occur or the print quality might not be satisfactory. (See Paper is Jammed in the Multi-purpose Paper Cassette, page 17-6.)

Front Output Bin

The machine ejects paper with printed surfaces *face down* into the output bin in the front of the machine. Unfold the output bin extension to support the printed pages.
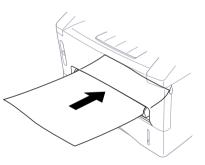
🔍 *To prevent the possibility of transparencies smudging as they stack in the output bin, remove each transparency after it exits.*

Manual Feed Slot

Your machine has a manual feed slot above the paper cassette. You can load envelopes and special print media *one at a time* into this slot. You do not have to remove paper from the paper cassette. (For information about acceptable paper, see page 2-6.)
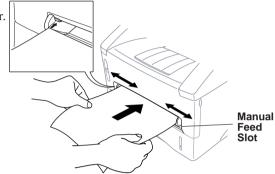
Use the manual feed slot to print or copy on labels, transparencies, card stock, thicker paper or envelopes.

Loading One Sheet of Paper

You do not have to choose Manual Feed in the Setup dialog box of your printer driver. Insert the sheet of paper for Portrait (vertical) or Landscape (horizontal), with the side you wish to print on face up in the manual feed slot.

1 Align the paper at the center of the manual feed slot and insert it all the way.

2 Adjust the paper guides to the width of the paper.

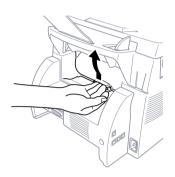**Manual Feed Slot**

Loading More than One Sheet of Paper

1 Open the Setup dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. Follow Steps 1 and 2 above to load the first page. The machine starts printing automatically.

2 After the first page is printed, the screen displays:
Insert the next sheet of paper to resume printing.

```
MANUAL FEED
```

3 Repeat Steps 1 and 2 until you have finished printing.

If you do not select Manual Feed, and insert a page in the manual feed slot, the machine will load the first page from the manual feed slot and subsequent pages from the paper cassette.
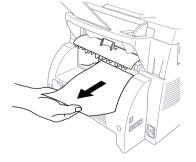
Printing on Thicker Paper and Card Stock

When the rear cover is lifted up, the machine has a straight paper path from the manual feed slot to the rear of the printer. Use this paper feed and output method when you want to print on thicker paper or card stock.

1 Select manual feed mode in the printer driver.

2 Send the print data as usual.

3 Lift up the rear cover at the rear of the machine.

4 Adjust the manual feed paper guides to the width of the paper you're using.

5 Insert a single sheet of paper into the manual feed slot until the front edge touches the paper feed rollers. Let go of the paper as the machine pulls it into position.

6 After the machine ejects the printed page, return to Step 5 to insert the next sheet of paper. The machine will wait until you insert the next sheet of paper. Repeat Steps 5 and 6 for each page to be printed.

7 When you have finished printing, close the rear cover of the machine.

To prevent the possibility of transparencies smudging as they stack in the output bin, remove each transparency after it exits.

Simultaneous Printing/Faxing

Your machine can print data from your computer while sending or receiving a fax, or while scanning information into the computer. However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and resumes when copying or fax receiving is complete. Fax sending continues during PC printing. (See Acceptable Paper, page 2-5.)

Choosing Acceptable Paper

We recommend that you test paper (especially special sizes and types of paper) on the machine before purchasing large quantities.

n Avoid feeding labels with carrier sheets exposed, or your machine will be damaged.

n Avoid using coated paper, such as vinyl coated paper.

n Avoid using preprinted or highly textured paper.

For optimum printing, use a recommended type of paper, especially plain paper and transparencies. For more information on paper specifications, consult your sales representative.

n Use label or transparencies that are designed for use in *laser* printers.

n For the best print quality, we recommend using long-grained paper.

n If you are using special paper, and the paper has problems feeding from the paper cassette, try again using the manual feed slot.

n You can use recycled paper in this machine.

Printing the Internal Font List

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you select it.

1 Press [Features], [2], [1], [1].

2 Press [Send/Receive]. The machine prints the list.

3 Press [Stop] to exit.

Printing the Print Configuration List

You can print a list of current printer settings.

1 Press [Features], [2], [1], [2].

2 Press [Send/Receive]. The machine prints the settings.

3 Press [Stop] to exit.

Restoring Factory Default Settings

You can return the machine to original factory settings. Permanent fonts are restored, but macros are cleared.

1 Press [Features], [2], [2], [1].

2 Press [1] to restore the factory settings —**OR**—Press [2] to exit without making a change.

```
1.RESET 2.EXIT
```

3 Press [Stop] to exit.

Printing PC Data in Hexadecimal

You can print data as hexadecimal values to check data errors and problems. If you select HEX DUMP MODE, all PC data is printed hexadecimal. To turn hexidecimal mode off, press [Shift] and [Clear/No] at the same time.

1 Press [Features], [2], [2], [2].

2 Press [1] to set PC to hexidecimal mode —**OR**—Press [2] to exit without making a change.

```
1.SET 2.EXIT
```

3 Press [Stop] to exit.

15 Optional Accessories

Additional Memory for Faxing

When you add optional memory, it improves the performance modes for fax operations.

Your machine has 2 MB of memory standard. Your 1630 can recognize 2 MB or 4 MB of Optional Memory.

Model Name	Optional Memory	Total
1630 2 MB (150 pages)	2 MB or 4 MB	4 MB (up to 300 page*) or 6 MB (up to 450 page*)

*Using ITU-T #1 Chart with JBIG coding and Standard Resolution.

Paper Cassette #2 (Option)

▪▪▪

You can purchase the Paper Cassette #2 accessory to use as a third paper source. Cassette #2 holds up to 250 sheets of 20 lb. (75 g/m²) paper.

Multi-purpose Paper Cassette #2:	Holds approx. 250 sheets of 20 lb. (75 g/m²) or 50 sheets of 42 lb. (158 g/m²) Letter/Legal, 10 envelopes or 10 transparencies
Basis Weight:	17 to 28 lb. (64 to 105 g/m²)
Caliper:	0.003 to 0.005 inches. (0.08 to 0.13 mm)
Moisture Content:	4% to 6% by weight
Smoothness:	100 to 250 (Sheffield)

16 **Important Information**

Standard Telephone and FCC Notices (For 120V Models Only)

These notices are in effect on models sold and used in the United States only.

This equipment is hearing aid compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

n Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

n Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premise's wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful in determining the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your machine damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with your machine, please contact the Diagnostic Center for information on service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

Pitney Bowes Diagnostic Center

If you have questions regarding your 1630 or to request service, call* the Pitney Bowes Diagnostic Center at 1-800-243-5556. In the U.S., you can also fax a request for information to the Diagnostic Center at 800-824-4417. In Canada, please call the Canadian Pitney Bowes Diagnostic Center at toll free 800-668-9194 (English); or 800-387-0185 (French). In the U.K., call 01279-443431. In Australia, call your local office.

*Important: When calling, please use the 1630 telephone handset or a phone within reach of the machine. Why? A Pitney Bowes technician can more easily assist you when reviewing the machine status and/or settings.

⚠ WARNING

To protect against risk of electrical shock, always disconnect all cables from wall outlets before servicing, modifying or installing the equipment.

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

Federal Communications Commission (FCC) Declaration of Conformity (For USA Only)

Responsible Party :   Pitney Bowes
                      100 Oakview Drive
                      Trumbull, CT 06611
                      TEL : (800) 290-7860

declares, that the products

Product Name :   1630

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

ENERGY STAR® Compliance Statement

As an ENERGY STAR® Partner, Pitney Bowes Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Important—About the Interface Cable

A shielded interface cable which is included with your machine should be used to ensure compliance with the limits for a Class B digital device.

ⓘ Caution

Changes or modifications not expressly approved by Pitney Bowes Inc. could void the user's authority to operate the equipment.

Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Laser Safety (For 110-120V Models Only)

This equipment is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

Important Safety Instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6 Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface; near or over a radiator or heater; or in a built-in wall unit or cabinet without ventilation.

7 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.

8 Use only the power cord supplied with this machine.

9 This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug, by using an adapter.

10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. The total of all products plugged into the wall outlet must not exceed 15 amperes (USA only).

12 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

13 This product has no ON/OFF switch. In case the main power to the machine must be disconnected quickly, it is very important that you have easy access to the main plug and the main socket where the plug is connected.

14 Unplug this product from the wall outlet and refer servicing to the Diagnostic Center under the following conditions:

    A When the power cord is damaged or frayed.

    B If liquid has been spilled into the product.

    C If the product has been exposed to rain or water.

    D If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

    E If the product has been dropped or the cabinet has been damaged.

    F If the product exhibits a distinct change in performance, indicating a need for service.

15 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to the Pitney Bowes Diagnostic Center.

USA:	1-800-243-5556 (voice)
From within Canada:	1-800-668-9194 (English)
	1-800-387-0185 (French)
UK:	01279-443431

16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

17 When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water (for example, near a bathtub, sink, swimming pool or in a wet basement).

- Do not use the machine's telephone during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.

- Use only the power cord indicated in this manual.

Compilation and Publication Notice

Under the supervision of Pitney Bowes, this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Pitney Bowes reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

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17 Troubleshooting and Routine Maintenance

Troubleshooting

Error Messages

You may occasionally encounter a difficulty with your machine or telephone line. If this happens, your machine often identifies the problem and displays an error message. The list below explains the most common error messages. You can correct most problems by yourself.

Error Messages		
Error Message	**Cause**	**Action**
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one.
	The drum counter was not reset.	1. Open the front cover and press Clear/No. 2. Press 1 to reset.
CHECK PAPER CHECK PAPER #1 CHECK PAPER #2	The machine is out of paper or paper is not properly loaded in the paper cassette.	Refill the paper or remove the paper and load it again.
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
COOLING DOWN	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the machine shows COOLING DOWN.	You must wait and allow the machine to resume printing when it is ready.
COVER OPEN	The front cover was not completely closed.	Close the front cover for the drum unit.
DISCONNECTED	The other party or other party's fax machine terminated the call.	Try to fax or receive again or call the other party to see what happened.

Error Messages		
Error Message	**Cause**	**Action**
DOCUMENT JAM	Documents were not inserted fed properly or document was too long.	Do not pull paper out until you see page 17-5.
MACHINE ERROR XX	Machine has a mechanical problem.	Turn the power off. Then call Pitney Bowes Diagnostic Center at **USA:** **1-800-243-5556** **CANADA: 800-668-9194** **(English)** **800-387-0185** **(French)** **UK:** **01279-443431**
MEMORY FULL	Machine memory capacity has been exceeded.	• Unplug the fax machine and plug it back in. Data remaining in the memory of the fax machine will be deleted. • If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software. • Reduce the print resolution or reduce the complexity of your document. • Expand the memory with the optional memory board.
NO RESPONSE / BUSY	The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine.	Check the number and try again.
NOT REGISTERED	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. (See pages 7-1~2.)

Error Messages

Error Message	Cause	Action
PLS CLEAN DRUM	The primary corona wire of drum unit is dirty.	Clean the primary corona wire of drum unit. (See page 17-21.)

PLS OPEN COVER	A page, piece of paper or paper clip, etc. may be jammed inside the machine.	Open the front cover. If you see any jammed paper or other item, gently pull it out, then close the scanner unit. If the error message remains, open and close the front cover again. If the machine cannot reset itself and return to the date and time prompt, it will display MACHINE ERROR XX. Please call Pitney Bowes Diagnostic Center and tell them the Machine Error number at:
		USA: **1-800-243-5556**
		CANADA: 800-668-9194
		           (English)
		           800-387-0185
		           (French)
		UK: **01279-443431**

PRINTER JAM	The paper is jammed in the machine.	Do not pull the paper out until you see page 17-5.
TONER EMPTY	Toner cartridge is not installed. —OR— Toner is used up and printing is not possible.	Reinstall the toner cartridge. —OR— Replace the toner cartridge with a new one. (See page 17-22.)
TONER LOW	If the display shows TONER LOW and the Toner Empty LED on the control panel is blinking, you can still print. But the toner is depleted and the machine is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document Jam

The documents were not inserted or fed properly, or were too long.

1 Lift the control panel.

2 Carefully pull the document toward the front of the machine.

NO!

OK!
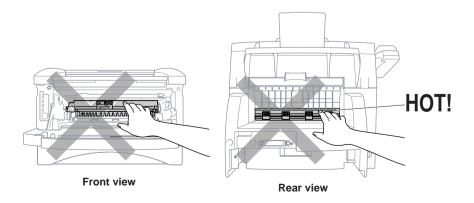
3 Close the control panel.

4 Press Stop.

Printer Jam

Before you can clear a printer jam error, you must find out where the paper is stuck. See the following three types of paper jams.
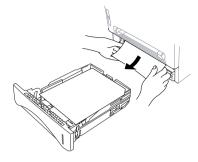
⚠ **WARNING**

Do not use force to pull the jammed paper from the paper tray because you may damage the machine and cause toner to scatter on the next printed pages.

After you use the machine, some internal parts are extremely **HOT!** When you open the front, never touch the shaded parts shown in the following diagram.

HOT!

Front view

Rear view

Paper is Jammed in the Multi-purpose Paper Cassette
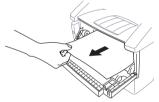
1 Pull the paper cassette out of the machine.

2 Remove any crinkled sheets.

3 Adjust the guides to fit.

4 Press down the paper to flatten it in the paper cassette.

5 Reinstall the paper cassette.

Paper is Jammed near the Drum Unit

1 Open the front cover.

2 Remove the drum unit but do not force it if it cannot be removed easily. Instead, pull the edge of the jammed paper from the paper cassette.
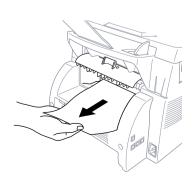
3 Gently pull out the jammed paper.

4 Reinstall the drum unit.

5 Close the front cover.

Paper is Jammed in the Fuser Unit

1 Open the rear cover.

2 Pull out jammed paper. When you have to pull paper out the back of the machine, the fuser may get dirty with toner powder causing the next few printed page(s) to look messy. Print a few copies of the test page until the pages print clearly.

3 Close the rear cover.

If You Are Having Difficulty with Your Machine

If you think there is a problem with your machine, *make a copy first*. If the copy looks good, the problem is probably not your machine. Check the table below and follow the troubleshooting tips.

Difficulty	Suggestions
▶ **Printing and Receiving Faxes**	
Condensed print and horizontal streaks, the top and bottom of sentences are cut off.	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, call Pitney Bowes Diagnostic Center at **USA:** 1-800-243-5556 **CANADA:** 800-668-9194 (English) 800-387-0185 (French) **UK:** 01279-443431
Vertical streaks/ black lines appear on faxes you receive.	Sometimes you may see vertical streaks/black lines on the faxes you receive. Either the machine's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Machine "hears" voice as CNG tone.	If your machine is set to EXT.TEL.RX ON, and it answers voice calls by trying to receive a fax, try turning EXT.TEL.RX to OFF.
Horizontal streaks	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages.	If the received data is divided and printed on 2 pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using. (See page 5-5.) If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the paper in your machine. (See page 5-4.)

	Difficulty	Suggestions
▶ **Phone Line or Connections**	Dialing does not work	Check for a dial tone. Change TONE/PULSE setting. (See Tone/Pulse, page 4-1.) Check all line cord connections, and make sure the curled handset cord is not in the **EXT** jack. Check power cord connection. Send a manual fax by pressing Manual Telephone/Fax—**OR**—by lifting the handset, and dialing the number. Wait to hear fax receiving tones before pressing Send/Receive.
	Machine does not answer when called	Make sure the machine is in the correct receiving mode for your setup (either Fax, Fax/Telephone, TAM). Check for dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the machine's telephone jack. If there is no ringing when you call your machine, call your Telephone Company to check the line.
	No dial tone on the handset	Press Manual Telephone/Fax—**OR**—Lift the handset. If you hear no dial tone, check telephone line cord connections at the machine and wall jack. Check that the handset curled cord is connected to the machine's handset jack. Test the wall jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
▶ **Sending Faxes**	Poor transmitting quality	Try changing your resolution to FINE or EXTRAFINE. (See MODE, page 6-8.) Make a copy to verify the machine's scanner operation.
	Transmission report prints "Results:NG"	There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.
	When the receiving party says the picture is not clear	Sometimes the resolution mode you chose when you sent your fax may not have been appropriate. Send the fax again, but try using the FINE or EXTRAFINE mode. Also, your machine's scanner may be dirty, so try cleaning it. (See page 17-20.)
	When the receiving says vertical streaks appear on the faxes they receive	Your machine's scanner may be dirty or the party receiving party's print head may be dirty. Clean your scanner, (see page 17-20) and make a copy to check if the receive problem was caused by your machine.

	Difficulty	Suggestions
▶**Handling Incoming Calls**	Double-ring in Fax/Telephone Mode	The machine knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the machine's handset or answer from an extension or external phone and press your machine's Telephone Answer Code (default setting is #51).
	Transferring a fax call to the machine	If you answered at the machine, press Send/Receive and hang up immediately. If you answered at an external phone, press your machine's RR Passcode (default setting is ✱51). When your machine answers, hang up.
▶**Copy Quality Difficulties**	Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See pages 17-20 and 17-21.)
▶**General Printing Difficulties**	The machine does not print.	Check the following: • The machine is plugged in. (See page 2-8.) • The toner cartridge and drum unit are installed properly. (See page 2-3.) • The interface cable is securely connected between the machine and computer. • Check to see if LCD is showing an error message. (See page 17-2.)
	The machine prints unexpectedly or it prints garbage.	Reset the machine or unplug the electrical cord and plug it back in. Check the primary settings in your application software to make sure it is set up to work with your machine.
	The machine cannot print full pages of a document.	The machine received a very complex print job and could not process part of the page. This may be solved in several ways. If you are using Windows® 3.1x, Windows® 95/98 or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the "Windows® Setup Printing Problems" section. Try to reduce the complexity of your document or reduce print resolution.
	The machine prints first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the printer's input buffer full signal. Please make sure to connect the printer cable correctly.
	The machine cannot print full pages of a document. A MEMORY FULL message occurs.	• Reduce the printer resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software. • Expand the printer memory by installing optional memory.

	Difficulty	Suggestions
▶**General Printing Difficulties (Cont.)**	My headers or footers appear when I view my document on the screen but do not when when I print them.	Most laser printers have a restricted area that will not accept print. Adjust top and bottom margins in your document to allow for this.
	When using ATM fonts, some characters are missing or some characters are printed in the same place.	If you are using Windows 95/98, select 'Printer Settings' from the 'Start' menu. Open properties. Click 'Spool Setting' on the 'Details' tab. Select 'RAW' from 'Spool Data Format'.
	Cannot perform '2 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
	Cannot print when using Adobe Illustrator.	Try to reduce the printing resolution.
▶**Windows® Setup Printing Difficulties** ▶**DOS Setup Printing Difficulties**	I cannot print from my application software.	Make sure the Windows® printer driver is installed and you select it in your application software.
	I cannot print from my application software.	Check that the DOS application software interface settings match those of your printer: for example, if you are using a parallel printer cable, you would probably set your DOS software printer port to LPT1. Check for an error message on the LCD.
	The machine prints, but it prints incorrect information. Sometimes it prints a couple of characters and then ejects the pages, etc.	This is an indication that your application printer emulation Print setting and the machine's printer emulation do not match. Check your application software to make sure you selected the correct printer driver. The machine emulates HP LaserJet IIP. Select the HP LaserJet IIP printer in your application software.
	The machine prints the part of my document but does not print the last page (The LCD shows REMAINED DATA).	This is common problem first with database software and part of spreadsheet software when they are not correctly set up. The data has been sent to the printer but the printer did not receive the Page Eject command. Print another document. Then ask your software supplier how to add a Page Eject (or Form Feed) command to the end of your print job.

	Difficulty	Suggestions
▶ **Paper Handling Difficulties**	The machine does not load paper. The LCD shows CHECK PAPER or PRINTER JAM.	Check to see if the CHECK PAPER or PRINTER JAM message appears on the LCD. If so, the multi-purpose paper cassette may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder. If there is paper in the multi-purpose paper cassette, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the multi-purpose paper cassette. Reduce the amount of paper in the multi-purpose paper cassette, then try again. Check the manual feed mode is not selected in the printer driver.
	The machine does not feed paper from the manual feed slot.	Reinsert the paper firmly, load one sheet at a time. Make sure that manual feed mode is selected in the printer driver.
	How can I load envelopes?	You can load envelopes from the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your software application manual.
	What paper can I use?	You can use plain paper, envelopes, transparencies, labels and organizer paper. (For information on paper you can use, see Acceptable Paper, on page 2-5.)
	How can I clear paper jams?	See Printer Jams, on page 17-6.

Difficulty	Suggestions
Print Quality Difficulties — Printouts are too dark or light.	Adjust the print conditions by setting the Print Density function. It has been factory set to the middle position. (See Setting the Print Density, on page 5-6.)
Printed pages contain white stripes. **White Stripes or Faint Images**	You may fix this by wiping the scanner windows with a clean soft cloth. (See Routine Maintenance and Cleaning the Drum Unit, on pages 17-20 and 17-21.) If you still see white stripes or faint images and the display shows CHANGE DRUM SOON, replace the drum unit with a new one. Check the machine's environment. Conditions such as humidity, high temperatures, etc. may cause this print defect to occur.
Printed pages are stained corona with toner or have vertical stripes. **Dark Stripes or Toner Stains**	Clean the machine's interior and the primary wire of the toner cartridge. (See Routine Maintenance and Cleaning the Drum Unit, on pages 17-20 and 17-21.) Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages have white spots in black text and graphic areas. **White Spots**	Make sure that you use paper that meets the specifications. Rough surface or thick media can cause the problem. If you still see white spots and the display shows CHANGE DRUM SOON, replace the drum unit with a new one. Check the machine's environment; conditions such as high humidity may cause this situation to occur.
Toner scatters and stains the printed page. **Scattering Toner**	Adjust the print conditions by setting the Print Density function. Remove the drum unit and clean the machine's interior. (See Routine Maintenance, Cleaning the Printer and Cleaning the Drum Unit, on pages 17-20 and 17-21.) Make sure that you use paper that meets specifications. (See page 2-6.) If you still have scattered toner and the display shows CHANGE DRUM SOON, replace the drum unit with a new one. Check the machine's environment; high temperature and high humidity conditions may cause this condition to occur.

Difficulty	Suggestions
The whole page is printed black. **Black Page**	Clean the machine's interior and the primary corona wire of the drum unit. (See pages 17-20~21.) Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black or the display shows CHANGE DRUM SOON, replace the drum unit with a new one. The drum unit may be damaged.
Nothing is printed on the page. **White Page**	Make sure that the toner cartridge is not empty. Wipe electric terminals referring to Routine Maintenance, Cleaning the Printer and Cleaning the Drum Unit, on pages 17-20 and 17-21. Make sure that a torn piece of paper does not remain on the scanner window.
Printed pages are marked at regular intervals. **Example of Regular Marking**	Markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the machine has not been used for a long time. A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one. If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.
Printed pages are blurred at the center or at either edge. **Blurred Page**	Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the machine is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See Routine Maintenance, Cleaning the Printer and Cleaning the Drum Unit, on pages 17-20 and 17-21.) If a blurred page occurs after cleaning and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Ghost images appear on printed page. **B** **Ghost Images**	Adjust the print conditions by setting the Print Density function. Make sure that you use paper that meets the specifications. Rough surfaces or thick media can cause a ghost image. Make sure that you select the appropriate media type in the printer driver.

▶**Print Quality Difficulties (Cont.)**

The drum unit is a consumable item and it is necessary to replace it periodically.

Difficulties Setting up the Software

(For Windows® 3.1x Users)

Graphics or Text Is Missing in the Printout

This could be caused by your Display Driver software. Contact your reseller to inquire about the latest Display Driver software. Another solution is to change your Windows® Setup Display selection from the current selection to the standard VGA or SVGA selection. Contact your reseller or Microsoft Support if you need help modifying your Windows® Display selection or installing new Display Driver software.

Bi-Directional Parallel Ports (nibble and byte modes)

The machine supports both nibble (AT) and byte (Bi-directional) mode parallel ports. If your PC supports byte mode, scanning and fax reception will be at a faster speed. To verify or change the parallel port mode, please check your system BIOS in the CMOS Setup or *contact your computer manufacturer for assistance*.

Some older PC models support only nibble mode. Generally, newer models support both nibble and byte modes.

Machine Connect Failure or Bi-Directional Communication Error

Recently, some printers have included a function that shows the printer status on the PC display. Such printers use the bi-directional communication parallel port between the printer and the PC. Our machines have a bi-directional parallel port function. Since Windows® 3.1*x* does not support bi-directional communication on the parallel port, each peripheral vendor has developed and supplied a bi-directional device driver, which will be installed into Windows® 3.1*x*. If you install two or more different bi-directional device drivers into Windows®, they may conflict with each other and cause problems.

Please make sure you have installed the printer driver, by executing SETUP.EXE from your diskette drive, following the instructions on the diskette label. The bi-directional communication may be disabled when the driver is installed from the Add menu in "Printers" of the Control Panel. Please restart Windows®.

Remove the conflicting situation caused by one of the following printer drivers. Review the following sections that apply to any additional printer drivers you may have installed into your Windows® software.

HP LaserJet series II, IID, IIP, IIP+, III, IIID, IIIP or IV Plus
NEC SuperScript 610/660
EPSON ActionLaser 1100/1400
LexMark WinWriter 200

EPSON ActionLaser 1100 / 1400:

Please remove the EPSON Action Laser 1100/1400 driver by running the EPDELETE.EXE file in the Windows® Printer Driver for these models.

HP LaserJet series II, IID, IIP, IIP+, III, IIID or IIIP:

If Microsoft Windows® Printing System is used for the above models, you must modify the "win.ini" file in the Windows® directory to turn the machine's bi-directional function off.

We recommend that you do a back-up before you modify the WIN.INI or SYSTEM.INI files, just in case.

Open the "win.ini" file using the "Notepad" application. Look for the following statement in the [spooler] section:

[spooler]
QP.LPT1 = wpsljqp.dll

Then disable this function, by adding a semicolon at the beginning of the above sentence as follows:

[spooler]
;QP.LPT1 = wpsljqp.dll

Then, open the "system.ini" file using the "Notepad" application. Look for the following statement in the [386Enh] section:

[386Enh]
device=wpsljvpd.386
    :
    :

WPSLPT1=1

Then disable this function, by adding a semicolon at the beginning of the above sentences as follows:

;device=wpsljvpd.386
  :
  :

;WPSLPT1=1
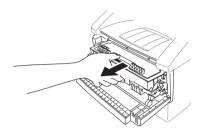
You must restart Windows® to make these modifications effective.

These modifications disable the printer status reporting on your PC; however, you will be able to use the machine without further problems.

HP LaserJet 4 Plus:

Please uninstall the Main Status window by double-clicking the Un-install Status window in HP LaserJet group.

NEC SuperScript 610/660:

Please remove the NEC SuperScript driver by running the NECDELET.EXE file in Disk 1 that is included with NEC printers.

Lexmark WinWriter 200:

You must modify the "win.ini" and "system.ini" files in the Windows® directory to turn off the printer's bi-directional function.

We recommend that you backup the WIN.INI and SYSTEM.INI files before you modify them.

Open the "win.ini" file using the "Notepad" application. Look for the following statement in the [windows] section:
[windows]
run=C:/WINDOWS/SYSTEM/WPSIOMON

Then disable this function, by adding a semicolon at the beginning of the above sentence as follows:
[windows]
;run=C:/WINDOWS/SYSTEM/WPSIOMON

Look for the following statement in the [spooler] section:
[spooler]
QP.LPT1=wpslbq.dll

Then disable this function, by adding a semicolon at the beginning of the above sentence as follows:
[spooler]
;QP.LPT1=wpslbq.dll

Then, open the "system.ini" file using the "Notepad" application. Look for the following statement in the [386Enh] section:
[386Enh]
device=wpscomd.386
device=wpsljvpd.386
            :
            :

WPSLPT1=1

Then disable this function, by adding a semicolon at the beginning of above sentences as follows:
[386Enh]
;device=wpscomd.386
;device=wpsljvpd.386

```
        :
        :
```
;WPSLPT1=1

You must restart Windows® to make these modifications effective.

These modifications disable the printer status reporting on your PC; however, you will be able to use the machine without further problems.
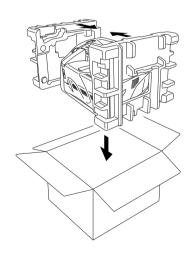
Packing and Shipping the Machine

Whenever you transport the machine, use the packing materials that came with your machine. Also, follow the steps below to pack the machine so it won't be damaged.

1 Remove the telephone line cord and unplug FAX from the AC outlet.

2 Open the front cover.

3 Remove the drum unit.

⚠️ **Caution**
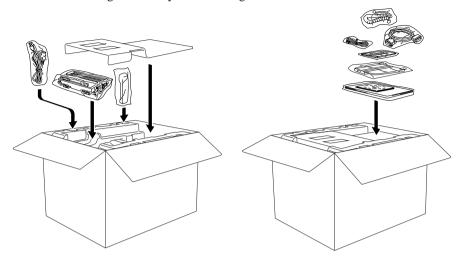
Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.

4 Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag.

5 Close the front cover. Fold down the front output bin extension. Remove the telephone line cord, document tray, document support, handset, and handset cord, and pack them.

6 Wrap the machine in the plastic bag and place it in the original carton box with the original packing material.

7 Place documents (manual and printed material) and the drum unit and toner cartridge assembly into the original carton as shown below:

8 Close the carton and tape it shut.

Routine Maintenance

■■
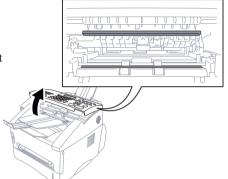
Keep your machine in optimum condition by cleaning it on a regular basis. It is a good idea to clean the drum unit during this routine. Avoid using thinners or other organic solvents and do not use water.

Cleaning the Document Scanner

1 Unplug the telephone line and then the power cord.
When you reconnect these lines later, connect the power cord *first*, then the telephone line.

2 Lift the control panel cover.

3 Clean the white bar and glass cover under the white bar. Moisten a small, clean, soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar.
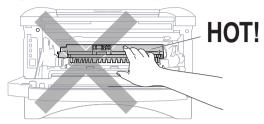
Cleaning the Printer

⚠ **Caution**
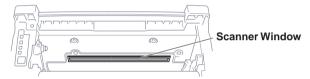
n Do *not* use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

n Do *not* use isopropyl alcohol to clean the scanner window.

n Do *not* touch the scanner window with your finger.

n The drum unit contains toner, so handle it carefully. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

1 Open the front cover.

2 Remove the drum unit assembly.

⚠ WARNING

Just after you have used the machine, some internal parts of the machine are extremely **HOT!** When you open the front cover of the machine, never touch the shaded parts as shown in the diagram below.
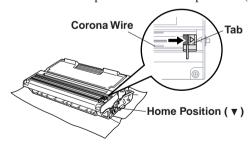
3 Gently clean the scanner window by wiping with a clean soft dry cloth. Do *not* use isoproply alcohol.

Cleaning the Drum Unit

We recommend placing the drum unit on a drop cloth or large disposable paper to avoid spilling and scattering toner.

1 Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.

2 Return the tab and snap it into the home position (t).

ⓘ Caution

If the tab is not at Home position, printed pages may have vertical stripes.

3 Reinstall the drum unit into the machine.
(See Replacing the Drum Unit on page 17-25.)

4 Close the front cover.

5 Plug in the power cord *first*, then the telephone cord.

Replacing the Toner Cartridge

When the toner cartridge is running low, the display shows TONER LOW.

It is a good idea to keep a new toner cartridge ready for use when you see the toner low warning.

Recycling

Pitney Bowes is concerned about issues that affect our environment.

Properly handled, all parts from our Imaging Cartridges can be recycled in some way rather than taking up additional space in our country's landfills.

To make this easier, Pitney Bowes has set up a program to provide trouble-free recycling for the 1630 Imaging Cartridges in the U.S. Enclosed with each Imaging Cartridge is a prepaid postage return label and a strip of adhesive tape. Simply pack the used Cartridge in the same box that contained its replacement. Seal the box with the tape, apply the return label and mail back to us with your regular mail. You may want to keep a copy of the label in the event you misplace the original. As long as it is a clear copy, the Post Office will honor the copied label.
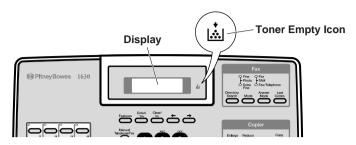
A recycling program is currently under review in the U.K.

In Canada, a Purolator slip is enclosed with each cartridge. Attach the slip to the box and call the Purolator telephone number indicated on the slip for pick up of a used Cartridge.

We recommend that you clean the machine when you replace the toner cartridge.

Toner Empty Indicator

When the toner cartridge is running low, the display shows TONER LOW and the Toner Empty icon on the control panel flashes on and off to indicate the toner is low.
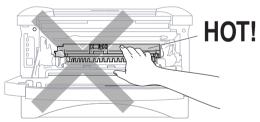
Display

Toner Empty Icon

The Toner Empty icon appears and the display shows TONER EMPTY. Once this icon appears, your machine will not resume printing until you install a new toner cartridge.
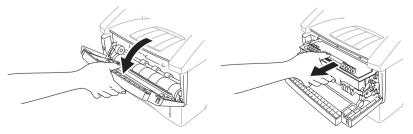
Replacing the Toner Cartridge

⚠️ **WARNING**

Just after you use the machine, some internal parts of the machine will be extremely **HOT!** So, never touch the shaded parts shown in the illustration.

HOT!
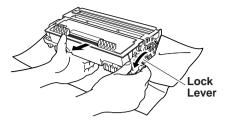
1 Open the front cover and pull out the drum unit.

Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

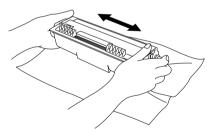**2** Hold down the lock lever on the right and pull the toner cartridge out of the drum unit assembly.

Lock Lever

⚠️ **Caution**

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.
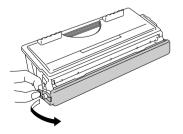
3 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.
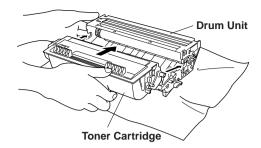
⚠️ **Caution**

n Wait to unpack the toner cartridge until immediately before you install it into the machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.

n You can use only a genuine toner cartridge, which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your machine's warranty.

4 Gently rock the toner cartidge from side to side five or six times to distribute the toner evenly inside the cartridge.
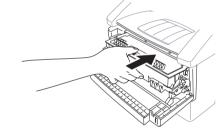
5 Remove the protective cover.

6 Install the new toner cartridge into the drum unit until it clicks into place.

Drum Unit

Toner Cartridge

7 Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left several times. Return the blue tab to the home position before reinstalling the drum unit assembly.

Corona Wire

Tab

Home Position (▼)

8 Reinstall the drum unit and close the front cover.

Replacing the Drum Unit

The machine uses a drum unit to create print images on paper. If the screen displays CHANGE DRUM SOON, the drum unit is near the end of its life and it is time to purchase a new one.

Even if the display shows CHANGE DRUM SOON, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before CHANGE DRUM SOON is shown), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See page 17-21.)
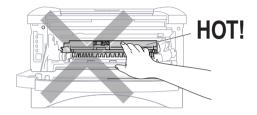
Caution

When removing the drum unit, handle it carefully because it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

The drum unit is consumable, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job, etc. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.
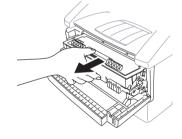
WARNING

Just after you have used the machine, some internal parts of the machine are extremely HOT! So please be careful.

HOT!

Follow these steps to replace the drum unit:

1 Open the front cover.

2 Remove the old drum unit. Place the drum unit on a drop cloth or disposable paper to avoid scattering toner.

3 Hold down the lock lever on the right and pull the toner cartridge out of the drum unit assembly. (See Replacing the Toner Cartridge, page 17-22.)

Lock Lever

4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminium bag and discard it according to local regulations.

5 Reinstall the toner cartridge into the new drum unit. (See Replacing the Toner Cartridge, page 17-22.)

6 Reinstall the new drum unit, keeping the front cover *open*.

7 Press [Clear/No].

8 Press [1] and when the display shows ACCEPTED, and close the front cover.

```
REPLACE DRUM?
1.YES   2.NO
```

⚠ Caution

If toner scatters and your hands or clothes get dirty, immediately wipe off or wash with cold water.

Specifications

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

Fax Specifications

Compatibility		ITU-T Group 3	
Coding System		MH/MR/MMR/JBIG	
Modem Speed		33600 – 2400 bps; Automatic Fallback	
Document Input Width		5.8 inches to 8.5 inches (148 mm to 216 mm)	
Document Input Length		3.9 inches to 14.1 inches (100 mm to 360 mm)	
Printing Width		8.2 inches (208 mm)	
Scanning Width		8.15 inches (207 mm)	
Paper Size		Letter/Legal/A4	
Multi-purpose Paper Cassette		250 sheets (20 lbs)	
Gray Scale		64 levels	
Polling Types		Standard or Sequential	
Contrast Control		Automatic/Super Light/Super Dark (manual setting)	
Mode	• Horizontal	Standard, Fine, Extrafine	203dot/inch
	• Vertical	Standard	98dot/inch
		Fine, Photo	196dot/inch
		Extrafine	391dot/inch
One Touch Keys		32	
Speed Dial		100 stations	
Automatic Redial		3 times at 5 minute intervals	
Speaker Type		Monitor	
Auto Answer		0, 1, 2, 3 or 4 rings	
Communication Source		Public switched telephone network	

Printer Specifications

Emulation   Printing System for Windows® and emulation mode of HP LaserJet IIP (PCL level 4)

Printer Driver   Windows® 3.1*x*, Windows® 95/98 and Windows NT® Workstation Version 4.0 driver supporting mode and bi-directional capability

Interface   Bi-directional parallel (IEEE-1284);

Print Method   Electrophotography by semiconductor laser beam scanning

Resolution   600 dots/inch

Print Quality   Normal printing mode
Economy printing mode (saves up to 50% of the normal toner usage)

Print Speed   Up to 12 pages/minute (when loading letter size or A4 paper from paper cassette)

There are many factors that determine the actual drum life, such as a temperature, humidity, type of paper, toner you use, number of pages per print job, etc.

Electrical and Environment

Temperature	(Allowable)	50 - 90.5° F (10 - 32.5° C)
	(Storage)	32 - 104° F (0 - 40° C)
Warm-Up	Max. 45 seconds at 73.4° F (23° C)	
First Print	15 seconds (using Letter size paper in paper cassette)	
Power Source	120V AC 50/60Hz (U.S.A., Canadian Version Only)	
Power Consumption	Operating (Copying); 850 W or less (25° C)	
	Sleep Mode:	9 W or less
	Stand by:	60 W or less (25° C)
Noise	Operating:	50 dB A or less
	Stand by:	39 dB A or less
Humidity	Operating:	20 to 80% (without condensation)
	Storage:	20 to 80% (without condensation)
Dimensions	17.1 x 17.4 x 12.7 inches/(435 x 442 x 323 mm)	
Weight	26.4 lbs/(12 kg)	

Parallel Interface Specifications

Interface Connector	Printer Side:	Amphenol FCN-685J036-L/X or equivalent A shielded cable should be used.

Pin Assignment

Pin No.	Signal	Direction	Pin No.	Signal	Direction
1	DATA STROBE	Input	19	0V(S.G.)	-
2	DATA 1	Input	20	0V(S.G.)	-
3	DTAT 2	Input	21	0V(S.G.)	-
4	DATA 3	Input	22	0V(S.G.)	-
5	DATA 4	Input	23	0V(S.G.)	-
6	DATA 5	Input	24	0V(S.G.)	-
7	DATA 6	Input	25	0V(S.G.)	-
8	DATA 7	Input	26	0V(S.G.)	-
9	DATA 8	Input	27	0V(S.G.)	-
10	ACKNLG	Output	28	0V(S.G.)	-
11	BUSY	Output	29	0V(S.G.)	-
12	PE	Output	30	0V(S.G.)	-
13	SLCT	Output	31	INPUT PRIME	Input
14	AUTO FEED	Input	32	FAULT	Output
15	N.C.	-	33	N.C.	-
16	0V (S.G.)	-	34	N.C.	-
17	0V (S.G.)	-	35	N.C.	-
18	+5V	-	36	SLCT IN	Input

Resident Fonts

The following bitmapped fonts are resident in the machine.

Brougham 10 (12 point)   upright/normal

Brougham 12 (10 point)   upright/normal

Letter Gothic 16.66 (8.5 point)   upright/normal

(Portrait and Landscape are available for the above.)

Symbol Sets/Character Sets

*HP mode

- ISO14 JIS ASCII
- ISO57 Chinese
- ISO11 Swedish
- HP Spanish
- ISO17 Spanish
- ISO10 Swedish
- ISO16 Portuguese
- ISO84 Portuguese
- ISO85 Spanish
- PC-8
- PC-8 D/N
- PC-8 Turkish
- PC-850
- PC-852
- PC-860
- PC-865

- Roman 8
- ISO Latin 1
  (ECMA-94)
- ISO60 Norwegian 1
- ISO61 Norwegian 2
- ISO4 UK
- ISO25 French
- ISO69 French
- HP German
- ISO21 German
- ISO15 Italian
- ISO6 ASCII
- Legal
- ISO2 IRV
- PC-863

Roman 8

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			0	@	P	`	p					‾	â	Å	Á	Þ
1			!	1	A	Q	a	q			À	Ý	ê	î	Ã	þ
2			"	2	B	R	b	r			Â	ý	ô	Ø	ā	·
3			#	3	C	S	c	s			È	°	û	Æ	Ð	µ
4			$	4	D	T	d	t			Ê	Ç	á	å	ð	¶
5			%	5	E	U	e	u			Ë	ç	é	í	Í	¾
6			&	6	F	V	f	v			Î	Ñ	ó	ø	Ì	½
7			'	7	G	W	g	w			Ï	ñ	ú	æ	Ó	¼
8			(	8	H	X	h	x			´	¡	à	Ä	Ò	½
9			)	9	I	Y	i	y			`	¿	è	Î	Õ	ª
A			*	:	J	Z	j	z			^	¤	ò	Ö	õ	º
B			+	;	K	[	k	{			¨	£	ù	Ü	Š	«
C			,	<	L	\	l	|			˜	¥	ä	É	š	■
D			-	=	M	]	m	}			Ù	§	ë	ï	Ú	»
E			.	>	N	^	n	~			Û	ƒ	ö	ß	Ÿ	±
F			/	?	O	_	o	▒			£	¢	ü	Ô	ÿ	

ISO Latin1

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			0	@	P	`	p					°	À	Ð	à	ð
1			!	1	A	Q	a	q			¡	±	Á	Ñ	á	ñ
2			"	2	B	R	b	r			¢	²	Â	Ò	â	ò
3			#	3	C	S	c	s			£	³	Ã	Ó	ã	ó
4			$	4	D	T	d	t			¤	´	Ä	Ô	ä	ô
5			%	5	E	U	e	u			¥	µ	Å	Õ	å	õ
6			&	6	F	V	f	v			¦	¶	Æ	Ö	æ	ö
7			'	7	G	W	g	w			§	·	Ç	×	ç	÷
8			(	8	H	X	h	x			¨	¸	È	Ø	è	ø
9			)	9	I	Y	i	y			©	¹	É	Ù	é	ù
A			*	:	J	Z	j	z			ª	º	Ê	Ú	ê	ú
B			+	;	K	[	k	{			«	»	Ë	Û	ë	û
C			,	<	L	\	l	|			¬	¼	Ì	Ü	ì	ü
D			-	=	M	]	m	}			-	½	Í	Ý	í	ý
E			.	>	N	^	n	~			®	¾	Î	Þ	î	þ
F			/	?	O	_	o	▒			¯	¿	Ï	ß	ï	ÿ

The following table shows characters available only in the corresponding character set. The numbers at the top of the table are code values with which characters are to be replaced in the Roman 8 character set. For other characters, see character set of Roman 8.

SYMBOL SET	23	24	40	5B	5C	5D	5E	60	7B	7C	7D	7E
ISO2 IRV	#	¤	@	[	\	]	^	`	{	|	}	‾
ISO4 UK	£	$	@	[	\	]	^	`	{	|	}	‾
ISO6 ASCII	#	$	@	[	\	]	^	'	{	|	}	-
ISO10 Swedish	#	¤	@	Ä	Ö	Å	^	`	ä	ö	å	‾
ISO11 Swedish	#	¤	É	Ä	Ö	Å	Ü	é	ä	ö	å	ü
ISO14 JIS ASCII	#	$	@	[	¥	]	^	`	{	|	}	‾
ISO15 Italian	£	$	§	°	ç	é	^	ù	à	ò	è	ì
ISO16 Portuguese	#	$	§	Ã	Ç	Õ	^	`	ã	ç	õ	°
ISO17 Spanish	£	$	§	¡	Ñ	¿	^	`	°	ñ	ç	~
ISO21 German	#	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
ISO25 French	£	$	à	°	ç	§	^	`	é	ù	è	¨
ISO57 Chinese	#	¥	@	[	\	]	^	`	{	|	}	‾
ISO60 Norwegian1	#	$	@	Æ	Ø	Å	^	`	æ	ø	å	‾
ISO61 Norwegian2	§	$	@	Æ	Ø	Å	^	`	æ	ø	å	|
ISO69 French	£	$	à	°	ç	§	^	µ	é	ù	è	¨
ISO84 Portuguese	#	$	´	Ã	Ç	Õ	^	`	ã	ç	õ	~
ISO85 Spanish	#	$	·	¡	Ñ	Ç	¿	`	´	ñ	ç	¨
HP German	£	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
HP Spanish	#	$	@	¡	Ñ	¿	°	`	{	ñ	}	‾

Glossary

▪ ▪

ADF (Automatic Document Feed) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

Alpha Directory An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Automatic Fax Transmission Sending a fax without picking up the handset or pressing Manual Telephone/Fax.

Automatic Redial Feature enabling your machine to redial the last fax number if the original fax did not go through because the line was busy.

Batch Transmission As a cost savings feature, all delayed faxes to the same fax number will be sent as one transmission.

Beep Vol. The sound the keys make when they are pressed, an error occurs, or a document has been received or transmitted (programmable).

Broadcasting Sending the same fax message to more than one location.

Call Back Message Allows you to send a fax and then leave a message for the other party to call you back.

Caller ID Service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

Cancel Job Cancels a programmed job, like Delayed Send or Poll.

CNG Tones Special tones (beeps) sent by fax machines during automatic transmission telling the receiving machine the caller is a fax machine.

Communication Error (or Comm. Error) An error during fax sending or fax receiving, usually caused by line noise or static.

Coding Method Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and Joint Bi-level Image export working Group (JBIG), if the receiving machine has the same capability.

Compatibility Group The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

Cover Sheet Prints a page at the other party's machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover sheet at the other end with pre-programmed information from memory or you can print a sample cover sheet to fax with your document.

Cover Sheet Message The comment on the Cover Sheet (programmable).

Delayed Send Sends your fax at a later time that day.

Dialer Dir Listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Drum Unit A printing device for your machine.

Dual Access Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending, receiving or printing a fax.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) of the document that had an error.

Electronic Cover Sheet Preprogrammed cover sheet sent from the machine's memory, eliminating the need for writing cover pages.

External Phone A TAM (Telephone Answering Machine) or telephone that is plugged into the EXT jack of your machine.

Extra Fine Resolution 392 x 203 dpi. Best for very small print and line art.

EXT.TEL.RX Enables your machine to respond to CNG tones if you interrupt a fax call by answering.

F/T Ring Time The length of time the machine rings (when the answer mode setting is Fax/Telephone) to notify you to pick up a voice call that it answered.

Fax Forwarding Sends a fax received into memory to another preprogrammed fax number.

Fax Receive Press this code (✶51) when you answer a fax call from an extension or external phone.

Fax/Telephone You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAM).

Fax Tones The signals sent by sending and receiving fax machines while communicating information.

Feature Mode Programming mode for changing your machine's settings.

Fine Mode Resolution is 196 x 203 dpi. It is used for small print and graphs.

Gray Scale The shades of gray available for copying and faxing photographs.

Group Number A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.

Interval The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

Jobs Report Shows how much memory is being used, how much is left, and the type of messages in memory.

Job Status Report A listing of each transmission, showing caller ID, date, time, and number of pages.

Journal Report Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.

LCD (liquid crystal display) The display screen on the machine that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

Machine ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Manual Fax When you press ⌊Manual Telephone/Fax⌋—**OR**—lift the handset so you can hear the receiving fax machine answer before you press ⌊Send/Receive⌋ to begin transmission.

Machine Settings List Printed report showing your machine's settings.

Memory Usage Instructs the machine how to allocate the memory.

Mode The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

One Touch Keys On the machine's control panel where you can store numbers for easy dialing. You must use a separate key for each number.

Out of Paper Reception Receives faxes into the machine's memory when the machine is out of paper.

Overseas Mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Paging This feature enables your fax unit to call your pager when a fax is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored in One Touch and Speed Dial numbers.

Photo Mode A resolution setting that uses varying shades of gray for the best representation of photographs.

Poll The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Print Reduction Reduces the size of incoming faxes.

Priority Job Temporarily places a waiting job on hold while you perform another operation.

Pulse A form of dialing on a telephone line.

R R Passcode The four-digit code (159✶)that allows you to call and access your machine from a remote location.

Remote Rtrv The machine can store faxes in memory for remote retrieval.

Remote Activation Allows you to transfer a fax call, answered at an external to the machine.

Ring Count Number of rings before your machine answers an incoming call.

Ring Volume Volume setting for the machine's ring.

Rotary A form of dialing on a telephone line.

Save Toner A process of affixing less toner to the page to extend the life of the toner cartridge. This will make the print on received documents significantly lighter.

Scanning The process of capturing an electronic image of an original paper document.

Speaker Volume You can set the volume when your machine is on `Manual Telephone/Fax`.

Speed Dial A preprogrammed number for easy dialing. You must press the Speed dial button and then two digit code to start the dialing process.

Standard Resolution 98 x 203 dpi. For quickest transmission of regular size text.

Telephone Answer Code (Fax/Telephone mode only) When the machine answers a voice call, it double-rings. You can pick up at an extension or external phone by pressing this code (#51).

Temporary Setting You can select certain options for each fax transmission without changing the default settings.

Tone A form of dialing on the telephone line used for Touch Tone telephones.

Toner Cartridge Accessory that holds toner for the drum unit.

Transmission The process of sending documents over the phone lines from your machine to the receiving fax machine.

Unique Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The machine uses the new number to simulate a dedicated fax line.

View/Del. Job You can check which jobs are waiting in memory and cancel jobs individually.

Voice Request Allows you send a fax and then speak with the other party at the end of transmission.

SUPPLY ORDERING

■■

PITNEY BOWES OFFICE SYSTEMS

Imaging Cartridge Order Form

To order a replacement Cartridge by phone, call 1-800-462-6797
To fax your order, call 1-800-832-1869

Customer Name and Address

Ship to: _____   Bill to: _____

_____   _____

_____   _____

Attention: _____   Attention: _____

Phone No: _____   Phone No:_____

Customer Account No: _____   P.O. No (if required): _____

Facsimile Model No: _____   Serial No: _____

Quantity Required

[ ]

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Remote Retrieval Passcode Card

If you plan to receive fax messages while away from your machine, carrying the Remote Retrieval Passcode Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your machine's forwarding, paging and remote retrieval features.

REMOTE RETRIEVAL PASSCODE CARD

❶

Using Remote Passcode

1 Dial your fax number from a fax machine using touch tone.

2 When your machine answers and beeps, immediately enter your Remote Retrieval Passcode (159),or ✱.

3 Your machine signals the kinds of messages received:

1 long beep — Fax message(s)

No beeps — No messages.

4 After 2 short beeps, enter a command.

5 Press ⑨ ⓪ to reset your machine when you finish.

6 Hang up.

❹

CHECK RECEIVING STATUS

Press ⑨ ⑦ ①

1 long beep — Fax message(s)

No beeps — No messages

CHANGE ANSWER MODE

Press ⑨ ⑧

then for **TAM**, press ①

FAX/TEL (Fax/Telephone), press ②

FAX, press ③.

EXIT REMOTE OPERATION

Press ⑨ ⓪

Changing Remote Retrieval Passcode

1 Press `Features`, `1`, `8`, `3`.

2 Enter a three-digit number from 000 to 999. The ✳ cannot be changed.

3 Press `Enter/Yes`.

4 Press `Stop` to exit.

Remote Commands

CHANGE PAGING/FAX FORWARDING SETTING

Press `9` `5`.

then to **Turn feature off**, press `1`
Select Fax Forwarding, press `2`
Select Paging, press `3`

2

Program Fax Forwarding Number press `4`. Enter the new fax number where you want your fax messages forwarded, and press `#` `#`. To retrieve a Jobs Report to check the new number, after two short beeps, press `9` `6` `1`. Enter the number of the remote fax machine, and press `#` `#`.

Turn Remote Retrieval on, press `6`
Turn Remote Retrieval off, press `7`

RETRIEVE A FAX

Press `9` `6`

then to **Print a Jobs Report**, press `1`.
then enter the number of remote fax machine, and press `#` `#`. After the beep, hang up and wait.
Retrieve all faxes, press `2`,
then enter the number of remote fax machine, and press `#` `#`. After the beep, hang up and wait.
Erase all fax messages, press `3`

3

Fold

Fold

QUICK REFERENCE GUIDE

For complete instructions about all the features and functions of your machine, be sure to read your Operators Guide.

FX30057

SENDING FAXES

Automatic Transmission

1 Insert the document face down in the feeder.

2 Enter the fax number using One Touch, Speed Dial, Tel-index or the dial pad.

3 Press [Start].

Sending a Cover Page

1 Insert the document in the feeder.

2 Press [Feature], [1], [3], [1].

3 When **NEXT FAX ONLY?** appears, press [Set].

4 Press [◄] or [►] to select **ON** (or **OFF**) and press [Set].

5 Press [◄] or [►] to select a comment and press [Set].

6 Enter two digits to indicate the number of pages being sent and press [Set].

7 Press [1] to select additional settings—**OR**— Press [2] if you are ready to fax.

8 Enter the fax number.

9 Press [Start].

Real Time Transmission

If the memory is full, you can send faxes in real time.

1 Place the document in the feeder.

2 Press [Feature], [1], [3], [9].

3 Press [◄] or [►] to select **ON** and press [Set] —**OR**—For the next transmission only, press [◄] or [►] to select **NEXT FAX ONLY** and press [Set].

4 For the next fax only, press [◄] or [►] to select **ON** and press [Set].

5 Press [1] to select additional settings—**OR**— Press [2] to fax.

6 Enter the fax number.

7 Press [Start].

RECEIVING FAXES

Select Answer Mode

Press [Mode] to select **FAX/TEL**, **TAD**, **MANUAL** or **FAX**. If you select **FAX/TEL**, make sure to set Ring Delay and F/T Ring Time.

Manual Reception

1 Pick up the handset.

2 Press [Start] if you hear fax tones (beeps).

3 When the screen displays **RECEIVING**, replace the handset.

LE1543001

STORING NUMBERS

Storing One Touch Dial Numbers

1. Press [Feature], [1], [6], [1].
2. Press the One Touch key where you want to store the number.
3. Enter a number (up to 20 digits) and press [Set].
4. Enter a name—**OR**—Go to Step 5.
5. Press [Set], then use [◀] or [▶] to select **FAX**, **TEL**, or **FAX/TEL** and press [Set].
6. Press [Stop].

Storing Speed Dial Numbers

1. Press [Feature], [1], [6], [2].
2. Enter a two-digit Speed Dial number and press [Set].
3. Enter a number (up to 20 digits) and press [Set].
4. Enter a name—**OR**—Go to Step 5.
5. Press [Set], then use [◀] or [▶] to select **FAX**, **TEL**, or **FAX/TEL** and press [Set].
6. Press [Stop].

TELEPHONE OPERATION

One Touch Dialing / Speed Dialing

1. Pick up the handset—**OR**—Press [Hook] and listen for a dial tone.
2. When you hear the dial tone, press the One Touch key of the location you want to call—**OR**—Press [Speed Dial], then press the two-digit Speed Dial number. (If you pressed [Hook] to dial, pick up the handset when the other party answers.
3. To hang up, replace the handset.

Searching Telephone Index

1. Press [Tel-index], then enter the first letter of the name you're looking for.
2. Press [◀] or [▶] to search the memory.
3. When the name is displayed, lift the handset—**OR**—Press [Hook].
4. Press [Start] to dial. (If you pressed [Hook] to dial, pick up the handset when the other party answers.)
5. To hang up, replace the handset.

MAKING COPIES

Making a Single Copy

1. Insert the document face down in the feeder.
2. Press [Copy], then wait for five seconds—**OR**—Press [Copy] again.

Sorting Multiple Copies

1. Insert pages to be copied face down in the feeder.
2. Press [Sort].
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Wait five seconds—**OR**—Press [Copy].